

Incoming Transcripts Office Assistant – Incoming Transcripts

Work Study Job Type:

Office Assistant

Reports to:

Nelida Baker, Coordinator Transfer Evaluations

Duties and Tasks:

Overall duties and responsibilities include, but are not limited to, the following:

Clerical Support

Scanning Joint Service/High School/College transcripts into online filing database

Required Skills/Experience:

Proficiency with Microsoft Office Applications

Able to perform data entry and word processing with high degree of accuracy

Additional Requirements:

Able to lift up to 50lbs

Typing Speed minimum 30 wpm

Able to work without extensive supervision

Able to Multitask and meet deadlines

Able to effectively interact with students and all levels of employees

Eligibility Specific Requirements:

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.