

IACS Office Assistant – Institutional Accountability & Curriculum Support

Work Study Job Type:

Office Assistant

Reports to:

Dean, Institutional Accountability

Duties and Tasks:

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

Answering phones/Taking and delivering messages
Filing, copying, organizing, and shredding documents
Cleaning/Organizing reception area, supply closet, and file rooms
Delivering/Picking up mail and materials on Main Campus
Assembling packets for training and meetings
Assisting with departmental events/activities

Required Skills/Experience:

Proficiency with Microsoft Office Programs
Ability to operate desktop computer and conduct general online research
Ability to operate multi-line telephone

Additional Requirements:

Excellent oral and written communication skills
Excellent customer service skills
Ability to bend at the knees and lift up to 30lbs
Able to stand and sit in front of a computer for extended periods of time

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.