

Marketing & Outreach Office Assistant – Marketing & Outreach

Work Study Job Type:

Office Assistant

Reports to:

Barbara Merlo

Duties and Tasks:

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

Answer and make phone calls on behalf of marketing

Filing

Data entry

Processing incoming mail

Promotional item and printed materials inventory

Assist with events and projects

Required Skills/Experience:

Proficiency in Microsoft Office programs

Demonstrated written and oral communication skills

Additional Requirements:

Able to lift 20lbs

Must maintain confidentiality of information

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.