

Mathematics Office Assistant – Mathematics Department

Work Study Job Type:

Office Assistant

Reports to:

Office Assistant I, Mathematics

Duties and Tasks:

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

Answering phone calls

Assisting visitors

Copying, printing, faxing, and filing documents

Processing/distributing mail

Required Skills/Experience:

One year of clerical experience preferred

Demonstrated written and oral communication skills

Ability to interact effectively with the public and with all levels of employees

Additional Requirements:

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.