Office Technology Office Assistant – Office Assistant

Work Study Job Type:
Office Assistant
Reports to:
Professor Office Technology
Duties and Tasks:
Overall duties and responsibilities include, but are not limited to, the following:

Produce documents for OT faculty using MS Office Suite 2016
Review student course enrollment dates
Post flyers for upcoming events
Create, write, and produce departmental and college announcements for students within computer based learning system
Assist OT CATE coordinator with daily student records which may include filing and record management
Assist faculty with maintaining laboratory classroom computers

Required Skills/Experience:

Proficient with MS Office Suite 2016
Able to work independently with minimal supervision, to set priorities, meet deadlines and multi-task
Ability to interact effectively with the students and with all levels of employees
Possess proper telephone etiquette
Type 30wpm with 3 or less errors

Additional Requirements:

Ability to occasionally move equipment and/or lift up to 30lbs
Demonstrate clear, concise mastery of the English language

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.