

Social & Behavioral Science Office Assistant – Social & Behavioral Science

Work Study Job Type:

Office Assistant

Reports to:

Tracey Cook

Duties and Tasks:

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

Greeting and assisting students (both in-person and on the phone)

Assisting faculty

Running errands (to include print orders and mail)

Filing

Required Skills/Experience:

Proficient with Microsoft Office programs

Additional Requirements:

Must be able to lift 20lbs

Must have good oral and written communication skills

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.