

# Student and Employee Office Assistant –Student and Employee Assistance Program/Substance Abuse Resource Center

**Work Study Job Type:**

Office Assistant

**Reports to:**

Dr. Gerard Mahone-Lewis

**Duties and Tasks:**

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

Organize Materials

File Documents

Print, scan, copy, and fax documents

**Required Skills/Experience**

Proficient in Microsoft Office Programs

Know how to use office materials/machines

**Additional Requirements:**

Able to transport materials between buildings (licensed user/vehicle preferred)

**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.