

Student Services Graduation Office Assistant – Student Services

Work Study Job Type:

Office Assistant

Reports to:

Coordinator, Student Services - Graduation

Duties and Tasks:

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

Scanning/Attaching documents into student Softdocs files

Assisting with quality control of scanned and attached documents

Filing and copying documents

Stuffing envelopes and assisting with mail out of documents and diplomas

Required Skills/Experience:

Able to type

Basic knowledge in Microsoft Office Programs

Additional Requirements:

Must be able to lift 25lbs

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.