

Caster Activity Center Office Assistant – 2 Positions

Posting Date: 8/1/2018

Classification: Work-study

Description:

- Log hours from prior day-CAC student workers
- Print timesheets
 - Student – yellow paper, Part-time pink paper
 - Michelle Jimenez supervisor of office assistants
 - Each sport program (hand written) Coaches signature
- File
- Take mail before shift ends
- Pick up mail
- Check paper in copy machine and fax
- Check fax cover sheets
- Inventory paper stock
- Work-study budget
 - Enter each student's total salary from timesheet - File

Visa Statements

- Find receipts in each programs file
- Paper clip to the back of statement
- Highlight missing receipts
- Tape receipts to scrap sheet of paper (behind Michelle Jimenez's desk)

Qualifications: Student have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills as the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

Pay Rate: \$7.50 per hour

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Michelle Jimenez 575-492-2740 in the Caster Activity Center

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