

President's Office Assistant

Posting Date: 8/8/2023

Classification: Work-study

Description: Primary responsibilities shall be, but are not limited to the following: 1) Excellent customer service skills (will be greeting the public and answering the phone in the President's and Vice President's office); 2) Filing, faxing, typing, and scanning documents; 3) Pick up and distribute mail daily; 4) Any other duties as may be assigned; 5) Absolute confidentiality required.

Qualifications: Student must 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 and the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

Pay Rate: \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Norma Faught at 575-392-5018.