

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Academic Affairs

NAME OF WORK-STUDY SUPERVISOR: Aimee Robertson

CONTACT INFORMATION: amrobert@northcentral.edu

WAGE RATE: \$7.50 per hour

LENGTH OF EMPLOYMENT: 2009-2010 academic year (September 2, 2009 - May 7, 2010)

PURPOSE OF JOB: To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

Provide general secretarial support including:

1. Scan, copy, collate, and/or file various correspondence materials and syllabi
2. Typing / data entry
3. Answering phones

OVERALL JOB QUALIFICATIONS:

1. Prior office experience
2. Familiarity with office machinery (computer, fax, copier)
3. Proficiency in Microsoft programs (Word, Excel)
4. Excellent people skills
5. Excellent clerical skills
6. Excellent phone skills
7. Organized
8. Detail oriented
9. Available, flexible, and reliable for up to 10 hours per week