

COLLEGE WORK-STUDY JOB DESCRIPTION

NAME OF DEPARTMENT: Education Office

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

DUTIES AND RESPONSIBILITIES:

1. Photocopying/scanning as requested
2. Help with preparation of admission and placement files and packets
3. General typing and data organization
4. Filing and sorting
5. Assisting with grading of quizzes and entering grades into the grade book

OVERALL JOB QUALIFICATIONS:

1. Working knowledge of standard computer programs
2. Basic filing, mathematical and organizational skills
3. Good at following directions
4. Attention to detail
5. People skills and positive attitude
6. Punctuality and ability to fulfill time commitment
7. Willingness to learn
8. Ability to retain confidentiality when dealing with private records and person information