

## **COLLEGE WORK-STUDY JOB DESCRIPTION**

**NAME OF DEPARTMENT:** President's Office

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

**DUTIES AND RESPONSIBILITIES:**

1. Assist with computer work, phones, filing, and copy work
2. Assist in preparation for special events/projects
3. Prepare check requests and mail publications
4. Assist with mailing Board of Regents materials, etc/maintaining Board Database
5. Assist with phone back-up for the President
6. Ordering supplies as needed
7. Assist with main switchboard backup as needed
8. Additional assistance may be requested with Board of Related Needs

**OVERALL JOB QUALIFICATIONS:**

1. Knowledge of Microsoft Office and computer skills
2. Ability to type
3. Confidentiality is essential
4. Flexibility, attention to detail, organized
5. Good clerical skills
6. Good people skills
7. Good phone skills
8. Follow staff office dress code- professional environment
9. Good attitude, friendly, punctual