

FEDERAL WORK STUDY PROGRAM

College Business Office Worker-Griffin

Location: Griffin Campus 8:00 a.m. – 6:00 p.m.

Supervisor: Monique’ L. Flowers Hourly Rate: $10.00

Under general supervision, provides assistance to staff members while working in the Business Office. Assists with scanning departmental documents as the main responsibility; provides administrative support such as typing, filing, shredding documents, data entry, processing mail, assists with maintaining an orderly and clean environment in and around the office, etc.

Accepts direction and feedback from supervisors and follows through appropriately.

**Essential Duties and Responsibilities**

Maintain an orderly and clean environment in and around the office; accept direction and feedback from supervisors and follow through appropriately; disseminate mail and correspondence to our internal and external customers promptly.

Work when scheduled; begin and end work as expected; call in according to policy when arriving late for work or when absent; observe policies on break and lunch periods; use work time appropriately;

Demonstrate eagerness to learn and assume responsibility; seek out and accept increased responsibility; display a "can do" approach to work;

Show persistence and seek alternatives when obstacles arise; proactively perform tasks before being asked or forced to by events.

**Minimum Qualifications:**

Have the ability to scan. Does not get bored doing the same task continuously which is scanning. Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Have knowledge of proper phone etiquette; ability to maintain professional dress; knowledge of phone system operation; and knowledge of college activities and operations; ability to utilize a computer, scanner, copy and fax machine; detailed oriented.

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