

FEDERAL WORK STUDY PROGRAM

College Cosmetology Worker-Griffin

Location: Griffin Campus

Supervisor: Kimberly Rawlins Pay Rate: $10.00

Under general supervision, provides assistance to students, instructors, staff members and the general public while working in the Cosmetology Department. Greets college visitors in a pleasing manner; determines the nature of their business, and provides appropriate information to other employees as needed; answers, screens and routes telephone calls promptly and courteously to appropriate staff; delivers complete, accurate and legible messages in a timely manner. Properly responds to all inquiries and requests for information in a courteous and timely manner.

Responsibilities include helping the instructors with daily duties and securing cosmetology lab at the end of the day. Duties to include refilling supplies, inventory control, daily housekeeping duties, organizing lab and classroom, filing daily material as well as assisting with materials needs for next day activities.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Knowledge of proper phone etiquette; professional dress; knowledge of phone system operation; and knowledge of college activities and operations; ability to utilize a copy and fax machine; must be detailed oriented.