

FEDERAL WORK STUDY PROGRAM

College Recruitment Worker-Griffin

Location: Griffin Campus 8:00 a.m. – 5:00 p.m.

Supervisor: Drew Todd Hourly Rate: $10.00

Under general supervision, provides assistance to students, instructors, staff members and the general public while working in the Recruitment 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: assist with providing campus tours for area high schools, participates in visits to area high schools and college fairs, and assists with recruiting events and other college-sponsored activities. Provides administrative support such as typing, filing, data entry, corresponding with prospective students and performs other duties as assigned.

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.