

FEDERAL WORK STUDY PROGRAM

College Veterans Affairs Work Study -Griffin

Location: Griffin Hours: 8:00am-5:30pm

Supervisor: Gail Daniel Hourly Rate: $10.00

Under general supervision, provides assistance to students, instructors, staff members and the general public while working in the Veterans Affairs department; greets customers in a pleasing manner, answers questions from students, instructors and the general public; answers, screens and routes telephone calls promptly and courteously to appropriate staff. Delivers complete, accurate and legible messages in a timely manner. Filing, maintains files in chronological order and check enrollment each semester. Assist new and current students with completing VA paperwork and other related needs.

The position will also on occasion assist the Student Activities and Special Populations departments with the set-up and removal of materials from college events and athletic games; distribute a variety of media to general public to help advertise events; copies, distributes and files appropriate letters, transcripts, memoranda, reports and other materials in an organized manner; provides administrative support such as typing, filing, ordering supplies, shredding documents, data entry, sorting mail, etc., performs other duties as necessary.

Assists with maintaining an orderly and clean environment in and around the event location, keeping the areas clear of clutter, free of litter;

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:**
Highly organized, strong communications skills and ability to solve problems. Excellent project management skills; Ability to manage time efficiently and handle multiple tasks; Detail-oriented with ability to perform tasks under pressure; Familiar with basic Microsoft Office applications; self-starter, excellent interpersonal skills. Must have the ability to routinely lift up to 25 pounds, bend, and stoop and stand at times for extended periods.