



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Campus Dean's Office Front Desk Clerk

Rate of Pay: \$7.35

Begin Date: 08/22/2011

End Date: 05/11/2012

Work Site: Bullhead City Campus, 928-758-3926, Ext. 3926

Supervisor's Name: Shawn Bristle

List specific duties performed on a regular basis.

1. Answer switchboard, direct calls to correct areas.
2. Correctly answer questions for students, staff, and faculty.
3. Make copies, transparencies, post mail, deliver mail.
4. Scan and email from copy machines.
5. Receipts and cash register.

List skills and qualifications needed.

1. Excellent customer service.
2. Multi tasked.
3. Computer skills; excel, word, Angel.
4. Professional.
5. Team player.

List things a supervisor would like a student employee to understand about working in this department.

This is a professional position in dress and manner. The students, staff and faculty are our customers and excellent customer service is vital. Front desk and production center are very busy at peak times. Working as a team player is an important role in this position.