



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Administrative Assistant to the Admissions Counselor

Rate of Pay: \$7.65

Begin Date: 08/22/2011

End Date: 05/11/2012

Work Site: Neal Campus Kingman

Supervisor's Name: KayLynn Trybus, Ext. 1221

List specific duties performed on a regular basis.

1. Answer telephones and transfer to appropriate staff member and take effective messages.
2. Create and modify documents using Microsoft Office.
3. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
4. Support staff in assigned project-based work.
5. Assist Admissions Counselor with outbound telephone calls and emails.
6. Data entry for recruiting contacts and Dual Enrollment students.

List skills and qualifications needed.

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills and the ability to type 30 wpm.
- 3.
- 4.
- 5.

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

Purpose of job is to serve as administrative support to the Admissions Counselor Position.