



## STUDENT EMPLOYMENT OPPORTUNITY

**Job Title:** Campus Dean's Office Desk Clerk

**Rate of Pay:** \$7.35

**Begin Date:** 08/22/2011

**End Date:** 05/11/2012

**Work Site:** Neal Campus Kingman

**Supervisor's Name:** Dr. Fred Gilbert

### List specific duties performed on a regular basis.

1. Answer switchboard, direct calls to appropriate areas.
2. Walk and/or direct students to the appropriate area for assistance with financial aid, advising, testing services, Pre-College Studies, etc...
3. Will be assigned to any area in the Student Center to assist in projects as needed.
4. Make copies, sort mail, deliver mail/packages.
5. Scan and email from copy machines.
6. Will be expected to answer questions from students and staff correctly.
7. Will be expected to maintain bulletin boards in the student center.
8. Will be expected to assist with set-up and tear down of any event.
9. May be required to attend and assist at any event.
- 10.

### List skills and qualifications needed.

1. Ability to multitask; computer and general office skills; with clean and appropriate professional attire.
2. Ability to handle high volume multi-line phone.
3. Flexible; must be able to adapt to different job assignments.
4. Must possess computer skills in Microsoft Word, Excel, and preferably Angel.
5. Good communication skills; listening, verbal, and written.
6. Must be able to work independently and within a team.
7. Must be able to lift a minimum of 20 pounds.

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

This is a highly visible position in the Campus Dean's office and excellent customer service skills are vital and required. The front desk and production center are very busy areas most of the time. You will be given materials pertaining to Mohave Community College that you will be expected to become familiar with in order to answer questions accurately with consistency.