



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: College Advancement Clerk
Rate of Pay: \$7.35
Begin Date: 08/22/2011
End Date: 05/11/2012
Work Site: Neal Campus Kingman, Building 108
Supervisor's Name: Alan Klaas

Specific duties performed on a regular basis:

1. Data entry.
2. Assist in mailings.
3. Greet potential students and donors.
4. Assist with phone calls.
5. Assist in event preparation.

Skills/Qualifications needed:

1. Ability to use Microsoft Word and Excel.
2. Excellent customer service skills.
3. Excellent communication and interpersonal skills - both telephone and in person.
4. Good organizational skills.
5. Flexible schedule.

Things your supervisor would like a student employee to understand about working in this department:

The MCC Foundation office is a non-profit organization that solicits donations from the community to support scholarships to MCC students. Our office team is committed to treating our potential donors and current donors with respect and consideration. We must be able to depend on the work study to uphold integrity to our donors, board members, and the community.