

DESCRIPTION:

Under direct supervision, serve as receptionist for joint Admissions & Records and Financial Aid area and also perform a variety of clerical tasks, including file maintenance, mailings, copies and related duties as assigned.

ESSENTIAL DUTIES:

- Serve receptionist for the Financial Aid and Admissions & Records offices. Answer basic questions including showing students and prospective students how to access and use online services.
- Provide input to the Financial Aid Communications Plan, Financial Aid Self-Service, communications pieces to improve the office's communications with students and prospective students
- Perform a variety of clerical tasks including but not limited to:
 - Prepare and stuff mailings and handouts for presentations/workshops
 - File documents in student folders in proper order
 - Update tracking codes on student electronic files
- Prepare correspondence, announcements, forms, and other materials from drafts, notes or brief instructions.
- Access information and generate reports from the BANNER System.
- Operate a variety of standard office equipment such as a personal computer (Word, Excel, and BANNER System), copier, fax and phones.
- Keep Scholarship wall and binder up-to-date
- Help make student photo ID cards
- Keeping lobby organized and replaces outdated information as needed.
- Posting flyers around campus as needed.

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

Office procedures and equipment;

Organizing and maintaining files, records, logs and documentation;

Basic computer operations and the use of word processing and other PC software;

Basic business arithmetic and operations in Excel

English composition, grammar, spelling and punctuation

Skills in:

Interpreting and applying procedural instructions;

Operating personal computers;

Effective oral and written communications;

Establish and maintain effective working relationships with those contacted in the course of work;

Work effectively in an environment with frequent interruptions

Organization skills

DESIRABLE QUALIFICATIONS:

Completion of high school and some experience working in an office environment.

PHYSICAL CHARACTERISTICS:

Vision sufficient to read computer screens, handwritten, and printed documents;

Manual dexterity to operate keyboards, manipulate papers, answer phones;

Speech and hearing to communicate effectively with individuals;

Bending and reaching to obtain or replace files and records

WORK SCHEDULE:

Ability to work up to 20 hours per week.

TO APPLY:

Submit completed Application for Student Employment and Class Schedule which can be located on the FRC website at www.frc.edu/student-services/student-employment . Applications will be reviewed and students should expect to receive an email from staff.