

**FEATHER RIVER COLLEGE**  
**Student Employment**

**Job Title: Instruction Office Student Assistant**

**DESCRIPTION:**

Under direct supervision, performs a variety of clerical tasks, including but not limited to file maintenance, mailings, customer service (phone, email, duplication, etc.) and related duties as assigned.

**ESSENTIAL DUTIES:**

Perform a variety of clerical tasks including:

- Prepare and stuff mailings and handouts for presentations
- File documents
- Update S Drive/Public Folders/Title V outlines
- Prepare correspondence, announcements, forms and other materials from drafts, notes or instructions.
- Access information and generate simple reports
- Operate a variety of standard office equipment such as a personal computer (Word, Excel, FAM system) copier, fax and phones.
- Serve as in person and telephone receptionist for the Instruction office if needed, screen and route calls and identify urgency and priority of requester.
- Provide basic information and assistance to faculty, staff, students and public.

**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

**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 phone.
- Speech and hearing to communicate effectively with individuals.
- Bending and reaching to obtain or replace files and records.

**WORK SCHEDULE:**

As assigned.

**TO APPLY:**

Submit completed Application for Student Employment and Class Schedule to the Advising/Counseling Center.