

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:

- Assists with the logistics of the credit class schedule, course curriculum, monitoring out-of-the-ordinary classes such as combined classes, online/distance education classes, short-term classes & Learning Community.
- Assists with gathering and inputting schedule information; updates changes in the computer; reviews semester, course, and instructor databases for accuracy.
- Prepare and stuff mailings and handouts
- File documents
- Update S Drive/Public Folders/Title V outlines/COR Tracking
- 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) 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 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 effective in an environment with frequent interruptions

DESIREABLE 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:

As assigned

TO APPLY:

Submit completed Student Application and Class Schedule form to the Career/Transfer Center