

**Feather River College**  
**Student Employment**

**Job Title: DSPS Front Desk Worker**

**DESCRIPTION:**

In the DSPS office, the student worker will serve as front desk receptionist and mobility cart operator.

**ESSENTIAL DUTIES:**

Answer telephones, greet and direct students and visitors, schedule appointments, coordinate test proctoring, complete basic office tasks, utilize basic computer functions, assist students/faculty/staff as needed, and provide mobility cart transportation for students with disabilities.

**MINIMUM QUALIFICATIONS:**

Basic Knowledge of:

Confidentiality, computer operation, and general office procedures.

Skills in:

Confidentiality, Microsoft Office Word, interpersonal communication, and organization.

**DESIREABLE QUALIFICATIONS:**

Excellent communication skills and skills in Microsoft Office Suite (Microsoft Word, Excel, PowerPoint, Outlook).

**PHYSICAL CHARACTERISTICS:**

Ability to drive mobility cart and provide physical assistance to students with disabilities (getting into and out of cart).

**WORK SCHEDULE:**

TBD

**TO APPLY:**

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