

Feather River College

Student Employment

Job Title: Admissions and Records Student Worker

DESCRIPTION:

Under direct supervision, perform a variety of clerical tasks, including file maintenance, mailing, customer services (phone, reception desk, mail), and other related duties as assigned.

ESSENTIAL DUTIES:

Perform a variety of clerical tasks as follows:

Prepare correspondence, announcements, forms and other materials from drafts, notes or brief instructions.

Access information and generate reports from the Student Information System.

Operate a variety of standard office equipment such as a personal computers (Word, Excel, internet), copier, credit card machine, fax and phones.

Serve as a greeter of students for the collective offices of Admissions and Records/Financial Aid.

Provide basic information and assistance to students and parents or direct them to the appropriate staff member based on their needs.

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

Office procedures and equipment.

Organizing and maintaining files, records, logs and documentation.

Basic computer operations and the use of a personal computer.

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 phones.

Speech and hearing to communicate effectively with individuals.

Bending and reaching to obtain or replace files and records.

WORK SCHEDULE:

Ability to work 10 to 20 hours per week.

TO APPLY:

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