

## **Feather River College Student Employment**

### **Job Title: Recruiting and Outreach Student Worker**

#### **DESCRIPTION:**

Take information requests by phone, mail, and email and record the data into an electronic database. Keep track of college materials that are used in our information mailers and make copies, cut, and fold when needed to ensure adequate supply is on hand. Prepare envelopes for mailing. Assist with campus tours for prospective students and their families and provide statistical and historical information about Quincy and the college. Assist with preparing and implementing on-campus events for prospective students.

#### **ESSENTIAL DUTIES:**

Mailing college information packets and keeping office supplies adequately stocked. Ability to interact with the public in a customer service role and to provide a wide range of information regarding FRC. Be able to walk the campus for extended periods, up to two hours when giving tours. Ability to lift at least 25 lbs.

#### **MINIMUM QUALIFICATIONS:**

##### **Basic Knowledge of:**

Excel and Word, customer service, Feather River College campus. Be willing to learn Banner (student information database).

##### **Skills in:**

Be able to type 25 words per minute for data entry. .

#### **DESIRABLE QUALIFICATIONS:**

Good work ethic, showing up on time, proper phone skills, and Excel knowledge and data entry skills.

#### **PHYSICAL CHARACTERISTICS:**

Be able to lift 25lbs and walk up and down the campus paths.

#### **WORK SCHEDULE:**

Hours of work are between 8:00am and 4:00pm accommodating student's class, extracurricular and athletic schedule, with an ability to be flexible at times to help with events and/or tours.

#### **TO APPLY:**

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