

Feather River College Student Employment

Job Title: Administrative Support - Student Housing

DESCRIPTION:

Under the direction of the Dorm Manager, the Administrative Support person will file paperwork, answer phones, assist residents with questions and problems, and maintain office hours.

ESSENTIAL DUTIES:

Excellent Customer Service
Attention to Detail
Conflict Resolution

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

Telephone Protocol
Interpersonal Communication
Ability to apply technology to communication needs

Skills in:

Time Management
Problem Solving

DESIRABLE QUALIFICATIONS:

PHYSICAL CHARACTERISTICS:

WORK SCHEDULE:

TBD

TO APPLY:

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