

## JOB DESCRIPTION:

Answer telephones; photocopy; collate materials; sort and file documents, operate basic office machines; maintain student records; correct student papers; coordinate student schedules; coordinate work-study schedules; typing, filing, student tutoring; assist program director as assigned.

## MINIMUM QUALIFICATIONS:

Knowledge of computer systems, specifically Windows 95, Microsoft Word, Excel, Power Point and Access. Good typing and public relation skills. Able to relate to students and staff from diverse backgrounds. Be a student in good academic standing; be responsible.