

JOB DESCRIPTION - OFFICE ASSISTANT

Mailroom

POSITION TITLE: Office Assistant

SUPERVISOR: Office Manager

FUNCTIONS: To assist the Office Manager with daily office operations

Primary functions include:

- 1) Distribute daily mail and process outgoing mail
- 2) Assist in all other office task.

RESPONSIBILITIES:

Deliver packages and supplies to other offices

Copy work

Folding

Assist in mailings

Processing out going and incoming packages

Assisting students and faculty with mailbox issues.

Answer phone and take clear messages

Perform other clerical duties as assigned

POSITION REQUIREMENTS:

8 to 10 hours/week during school year

Full year's commitment desired because of the time-consuming training involved

QUALIFICATIONS:

Work Study

Good people skills

Must know how to make change

Valid drivers license

Ability to learn and take directions

Career Services

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