

# Feather River College

## Student Employment

**Job Title:** DSP&S Front Desk Worker

**DESCRIPTION:**

In the DSPS office student worker will act as front desk receptionist, make appointments, do basic filing, assist students/staff as needed.

**ESSENTIAL DUTIES:**

Answer phones, make appointments, transportation for DSPS students with mobility cart, utilize basic computer functions, basic filing

**MINIMUM QUALIFICATIONS:**

**Basic Knowledge of:**

Confidentiality, computers, technology, filing, communication skills, able to drive mobility cart

**Skills in:**

Computers, technology, communication and driving (for mobility cart)

**DESIRABLE QUALIFICATIONS:**

Excellent communication skills, confidentiality, computer skills

**PHYSICAL CHARACTERISTICS:**

N/A

**WORK SCHEDULE:**

TBA

**TO APPLY:**

Submit completed Student Application and Class Schedule form to the Career/Transfer Center.