

Feather River College

Student Employment

Job Title: Recruiting and Outreach Student Worker

DESCRIPTION:

Take information requests by phone, mail, and website and record that data into database. Keep track of college materials that are used in our information mailing, making copies when needed to ensure adequate supply is on hand. Stuffing and preparing envelopes for mailing with address and return label information. Willing to give campus tours to prospective students and their families giving them statistical and historical information about Quincy and the college.

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 8am and 1pm accomodating student's class schedule, with an ability to be flexible at times to help with events and/or tours.

TO APPLY:

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