

Feather River College

Student Employment

Job Title: Admissions and Records Student Worker

DESCRIPTION:

Under direct supervision, perform a variety of clerical tasks, including file maintenance, mailing, customer services (phone, reception desk, mail), and other related duties as assigned.

ESSENTIAL DUTIES:

Perform a variety of clerical tasks including:

Prepare correspondence, announcements, forms and other materials from drafts, notes or brief instructions;

Access information and generate reports from the Student Information System

Operate a variety of standard office equipment such as a personal computers (Word, Excel, internet), copier, credit card machine, fax and phones.

Serve as a greeter of students for the collective offices of Admissions and Records/Financial Aid. Provide basic information and assistance to students and parents or direct them to the appropriate staff member based on their needs.

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

Office procedures and equipment.

Organizing and maintaining files, records, logs and documentation.

Basic computer operations and the use of a personal computer.

English composition, grammar, spelling and punctuation.

Skills in:

Interpreting and applying procedural instructions;

Operating personal computers;

Effective oral and written communications;

Establish and maintain effective working relationships with those contacted in the course of work;

Work effectively in an environment with frequent interruptions.

DESIRABLE QUALIFICATIONS:

Completion of high school and some experience working in an office environment.

PHYSICAL CHARACTERISTICS:

Vision sufficient to read computer screens, handwritten, and printed documents;

Manual dexterity to operate keyboards, manipulate papers, answer phones;

Speech and hearing to communicate effectively with individuals;

Bending and reaching to obtain or replace files and records.

WORK SCHEDULE:

Ability to work 10 to 20 hours per week.

TO APPLY:

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