Feather River College
Student Employment

Job Title: Administrative Support Residence Hall

DESCRIPTION:
Under the direction of the Dorm Manager, the Administrative Support person will file paperwork, answer phones, assist residents with questions and problems, and maintain office hours.

ESSENTIAL DUTIES:
Excellent Customer Service
Attention to Detail
Conflict Resolution

MINIMUM QUALIFICATIONS:
Basic Knowledge of:
Telephone Protocol
Interprsonal Communication
Ability to apply technology to communication needs

Skills in:
Time Management
Problem Solving

DESIRABLE QUALIFICATIONS:

PHYSICAL CHARACTERISTICS:

WORK SCHEDULE:
TBD

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