

## BUSINESS OFFICE

**POSITION:** Business Office Work Study  
**DIVISION:** Business Service  
**DEPARTMENT:** Business Office  
**BUILDING:** Administration Building  
**CAMPUS:** Main Campus

**FWS SUPERVISOR:** Shirley Sims  
**DIRECTOR:** Danny Hyatt  
**VICE PRESIDENT:** Giles Brown  
**PHONE NUMBER:** 903.463.8761

**HOURS per WEEK:** 19

**HOURS PREFERRED:** 8am-4pm

**JOB DUTIES:**

- Front desk reception for students
- Assist students tuition payments and questions
- Give directions around campus
- Sort and file paperwork for student records
- Pick up sort and process mail from mailroom daily
- Copy documents as needed

**SOFTWARE:**

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

**SPECIAL NEEDS:**

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.