

Admissions & Records Office

POSITION: Admissions & Records Office Work Study
DIVISION: Student Services
DEPARTMENT: Admissions & Records
BUILDING: Administration Building
CAMPUS: Main Campus

FWS SUPERVISOR: Jan Pfeifer
DIRECTOR: Kim Faris
VICE PRESIDENT: Marc Payne

PHONE NUMBER: 903.463.8603

HOURS per WEEK: 15-20
(20hr MAX)

HOURS PREFERRED:

JOB DUTIES:

- Front desk reception for students
- Scan and link documents into IMAGE NOW
- Sort and file paperwork for student records
- Copy documents as needed
- Pick up and sort mail from mailroom daily
- Assist with registration, recruiting and mailing projects

SOFTWARE: MICROSOFT OFFICE WORD 2007
MICROSOFT OFFICE EXCEL 2007
IMAGE NOW

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.