

HUMAN RESOURCES

POSITION: Human Resource Work Study
DIVISION: Business Services
DEPARTMENT: Human Resource Work Study
BUILDING: Administration Building
CAMPUS: Main Campus

FWS SUPERVISOR: Marilyn Power
DIRECTOR:
VICE PRESIDENT: Giles Brown
PHONE NUMBER: 903.463.8625

HOURS per WEEK: 15
(20hr MAX)

HOURS PREFERRED:

JOB DUTIES:

- This position entails support to the Human Resource Coordinator in efficient office management
- Act as office receptionist, telephone support, photocopying, shredding, filing, typing, etc.
- Maintain office equipment, maintain supply list according to inventory
- Responsibility to the application process, data entry of incoming documents, document tracking, missing information letters, etc.
- Pick-up and distribute mail as well as assist in mass mailings
- Answer incoming & return calls concerning questions regarding GGC's employment application procedure
- Gather and maintain organization of employment data and personnel files
- Assist with miscellaneous projects and duties as assigned

SOFTWARE: MICROSOFT OFFICE WORD 2007

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: Must be able to lift 30lbs. From floor to desktop, perform work requiring sitting, bending and overhead reaching

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.