

Counseling & Advising

POSITION: Counseling & Advising Work Study
DIVISION: Student Services
DEPARTMENT: Counseling & Advising
BUILDING: Administration Building
CAMPUS: Main Campus

FWS SUPERVISOR: Gretchen Huff
DIRECTOR: Barbara Maolon
VICE PRESIDENT: Regina Organ
PHONE NUMBER: 903-415-2544

HOURS per WEEK: 19

HOURS PREFERRED:

JOB DUTIES:

- Front desk reception for students
- Log prospective students in for Admissions' assistance
- Log students into queue and check for holds
- Assist students at kiosks
- Pick up and sort mail from mailroom daily
- Receive and copy documents for student records
- Empty and shred boxes as needed
- Keep hall kiosks and check-in tables clean and organized
- Answer phone and/or forward calls

SOFTWARE: Estudios
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.

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