

**Kishwaukee College Work Study Position**

*Workforce and Community Education Division*

**DEPARTMENT:** ~~Adult Education & Transitions Programs~~

IL WorkNet Center Location

650 North Peace Road (Suite B), DeKalb, IL 60115

\*Note: Students are not allowed to work in more than one department at the same time.

**JOB DESCRIPTION** (Include major duties to be performed):

This is a receptionist position. Duties include:

- Greeting and signing in customers.
- Scheduling orientations and testing sessions.
- Answering phones, filing, directing calls and making reminder calls.
- Printing and organizing Career Resource Center materials.
- Assisting customers with accessing the internet, email, and other job related websites.
- Entering case notes.

**QUALIFICATIONS/SKILLS REQUIRED**

- Excellent customer service skills.
- Ability to use a computer, printer, fax machine and multi-line phone system
- Experience with Microsoft Office.
- Ability to multi-task in a fast paced office environment.

**NUMBER OF HOURS PER WEEK:** 20

**DAYS OF WEEK.** (check one):  Flexible or \_\_\_\_\_ Must be able to work the following days of the week: Must also be able to work Mondays and/or Fridays during the summer months

**DEPARTMENT SUPERVISOR/COORDINATOR:** Billi Tierney

**CONTACT INFORMATION:** Office, phone, email: (815)901-0177 ext. 250

**STUDENTS MAY ALSO APPLY TO ME DIRECTLY:** YES:  NO: \_\_\_\_\_

**DATE TO POST JOB:** 06/05/2017