

## Kishwaukee College Work Study Position

**DEPARTMENT:** Office of Instruction Office Clerk - Student Worker

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

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

- Acts as a receptionist for the Office of Instruction as needed.
- Prepares, distributes, collects and scans student feedback forms for assigned Faculty.
- Prepares materials and takes minutes for all program Advisory Committee meetings.
- Types a variety of routine materials and distributes as assigned.
- Prepare outgoing mail and packages; sorts incoming mail.
- Completes filing as assigned by Dean, Coordinator or Administrative Assistant.
- Other Division office support as assigned.

**QUALIFICATIONS/SKILLS REQUIRED**

- Requires high school diploma or equivalent.
- Previous office work preferred.
- Working toward AAS in Office Systems.
- Requires good customer service skills.
- Ability to organize work according to priorities.
- Ability to follow directions and exercise good judgment.
- Ability to understand and communicate the basics of the Office of Instruction.

**NUMBER OF HOURS PER WEEK:** 16-20

**DAYS OF WEEK.** (check one):  Flexible or  Must be able to work the following days of the week: Flexible, but we may have preferred days/times/

**DEPARTMENT SUPERVISOR/COORDINATOR:** Bette Chilton, Dean of H/E Division

**CONTACT INFORMATION:** Office, phone, email: Tammy Beinarauskas, B1301, x9805

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