

Main Office Student Worker Job Description

Responsibilities:

- Answering the telephone and email messages
- Distributing mail and clinical folders
- Assisting with making copies
- Assisting faculty and staff in whatever ways needed
- Creating and revising Word and Excel documents
- Grading papers
- Tallying surveys
- Restocking supplies
- Filing materials as requested
- Cleaning and maintaining supplies in classrooms
- Assisting with events

Qualifications:

- Ability to listen and take direction
- Skill with Microsoft Word
- Skill with Microsoft Excel and PowerPoint preferred