

Work Study Opportunity

Department: Institutional Advancement

Job Availability: Now and ongoing

Supervisor: Carolyn Rhode

Maximum Hours: 15 hours per week

Position Title for Work Study Opportunity: Administrative Assistant

Pay Rate: \$13.00 per hour

Classification: Non-community service

Workstation Location: ACC Gee 201

Job Description:

- Assist in daily activities within the Institutional Advancement office
- Assist students with completing the paperwork for scholarship thank you notes
- Welcome and help all those who enter 2nd floor Gee and need assistance
- Help complete mailings
- Help file and organize materials

Special Skills and / or Qualifications

- Good working knowledge of Microsoft Word, Excel, PowerPoint and Google
- Good organization skills
- Attention to detail
- Professional and friendly demeanor
- Ability to read cursive
- Ability to multi-task
- Demonstrated ability to handle confidential information with discretion

For more information and to see if you qualify for consideration, please contact:

Maria Redding, ACC Work Study and Outreach Specialist
Financial Aid Department
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