

Department: Accounting, Business Administration & Information Technology

Job Availability: Academic School Year

Employing Supervisor: Ann Snell **Maximum Hours:** max. 15 hours/ week

Title: Administrative Support **Jobsite Location:** A333 **Pay Rate:** \$13.00/hour

Classification: Non-Community Service

Job Description:

- Compile, copy, sort and file records of office activities and departmental business transactions as directed.
- Type, format, proofread, and edit documents from notes or notations/ revisions, using computer.
- Operate office machines, such as photocopiers, phones, and personal computers.
- Compute, record, and proofread data and other information, such as records and reports. Call alumni to collect information for marketing and outreach purposes.
- Maintain and update filing and departmental databases using Excel or manually.
- Upload Zoom or other video recordings to YouTube or Google Drive.
- Assist with setting up/ entering information and data for distance learning course shells.
- Assist with correcting tests and quizzes for instructors.
- Take messages, deliver messages, and run errands.
- Update assignment dates on Moodle, create online tests using instructor provided questions and answers, correct objective question assignments from instructor provided key, transfer data from one Moodle shell to another.
- Update departmental bulletin boards.

Skills Needed:

- Proficient in Microsoft Office: Word, Excel, Power Point
- Comfort level with computer tools and willingness to learn new tools as needed.
- Customer service
- Problem solving
- Maintain and update filing and departmental database using Excel.
- Assist with correcting tests and quizzes.
- Take/Delivers messages and run college/department errands.
- Moodle Distance learning software (will train if necessary)

*This job is conducted in a professional business office and the student is expected to act and dress accordingly.

Additional Information About the Job

This job is conducted in a professional business office and the student is expected to act and dress accordingly. The student should also communicate with college personnel (faculty and staff), students, and guests in a professional manner, orally and written. Individuals with previous office experience are encouraged to apply for this position in a professional business office. Apply your skills and proficient computer knowledge to complete various duties assigned by staff and faculty within the office. Polish your professionalism and gain experience as you build references with influential people within the college.