POSITION SUMMARY

Provide support to the Business Office staff and students. This position is responsible for taking payments and entering deposits. Will assist students, parents, and faculty with inquiries. Required to complete clerical tasks such as filing, copying, making phone calls, shredding, etc. Will work with and assist diverse groups. May interact one-on-one with students. May interact with a high volume of customers.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Provide handouts and/or forms to customers

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 year of related experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service skills
- Interpersonal skills
- Organizational skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication skills (written and/or oral)
- Analytical and problem solving skills
- Ability to multi-task
- Working knowledge of general office procedures and practices

USE OF EQUIPMENT AND MACHINERY

- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing