POSITION SUMMARY

Will provide support to the College Relations Department. Required to help with events and outreach. Will assist with graphics and social media projects. May interact one-on-one with students. May interact with a high volume of customers.

PRIMARY RESPONSIBILITIES

1. Copying
2. Provide general information related to the department
3. Send standardized department emails
4. Provide handouts and/or forms to customers
5. Event preparation and support
6. Guided tours
7. Interpret regulations and policies

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work experience

KNOWLEDGE SKILLS AND ABILITES

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

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Standing for two or more hours