POSITION SUMMARY

This position will provide support to the Honors College. Duties to include checking students in and out of the Honors Student Center; maintaining and/or processing records; answering phones, taking messages, and redirecting callers. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Answering phones, taking messages, redirecting calls
2. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Communication skills (written and/or oral)