POSITION SUMMARY

This position will support the Drama Department. Will help maintain the costume shop and assist in all productions. Clerical duties will include filing, copying, answering phones and taking messages, maintain inventory, check out equipment, etc. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Check out equipment
12. Collect and record data
13. Event preparation and support
14. Collect and record data
15. Maintain knowledge of multiple programs
16. Set up learning environment (such as labs, classrooms, etc.)

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing