**POSITION SUMMARY**

This position will support the Student Services/Admissions department at Victory Center. Duties to include: greeting all who come through the front doors; assisting with online applications and meningitis documentation; sign-in students for the various departments; answering incoming phone calls; and providing college forms to students. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITIES**

1. Filing  
2. Copying  
3. Faxing  
4. Answering phones, taking messages, redirecting calls  
5. Pick up and deliver mail  
6. Scanning and/or shredding  
7. Provide general information related to the department  
8. Record maintenance, preparation and review of forms, data entry  
9. Mail department information  
10. Provide handouts and/or forms to customers  
11. Maintain knowledge of multiple programs  
12. Provide limited technology support to end users  
13. Interpret regulations and policies

**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

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system