

Student Employment Job Description

Position:	Faculty Secretary Assistant	Job Level:	S.A. A
Department:	Arts & Sciences	Supervisor:	J. Hill

Revised 08/07

Description

Duties and Responsibilities:

- General clerical duties: Answer phones, take messages, assist students locating instructors and/or instructor's mailboxes, type and copy materials for instructors and secretary, collect mail from Business Office and distribute to faculty mailboxes, update and maintain syllabus books.
- Other duties as assigned

Special Qualifications Required

- Microsoft Office Word, Excel and ability to type 45 – 55 WPM
- Dependability, confidentiality, ability to multi-task and work independently
- Excellent communication and people skills
- Excellent reception/phone etiquette
- Familiarity with KRC campus preferred
- Aptitude for working with fax & copy machines

Hrs/Wk:	20	Starting Wage:	\$ 7.50
Position Posted:		Date Selection May Begin:	