

President's Office

Supervisor: Tracy Murray/Lois Magner

Positions: 1

Job Duties: Create and print files using mail merge. Make photo copies; answer the phone and take messages; maintain a filing system/type labels/assign #'s and file appropriately; type and key documents as assigned; sort mail on occasion; count pop money and make deposits to accounts receivables' office; keep the refrigerator stocked; run errands and deliver on-campus mail; wash dishes in board kitchen; stock cream/sugar/sweetener when needed; copy/post and file bills in budget books; post check numbers (monthly); create and distribute notices and flyers; occasional light cleaning and various other duties as assigned. Assist with Board Policy Manual Maintenance.

Skills Needed: Computer skills: Microsoft word – proficient including ability to create and use mail merge; basic understanding of excel spreadsheets-primarily data entry; basic understanding of or ability to learn power point and publisher. Ability to perform effective Web searches and research information needed. The student must possess good phone and basic computer skills; have a true desire/motivation to perform quality work; have the ability to switch directions on tasks being done; work well independently. Dress appropriately to meet the public; ability to maintain confidentiality; perform quality work with accuracy (accuracy and quality is more important than speed when completing tasks in this office); must contact the office if unable to come to work or arriving late; no texting on the job unless it is an emergency, or it is a need to communicate with parent or instructor.