Geneva Campus Center Office Aide/Federal Work Study

Brief Description of the position:

Assist office staff with general office procedures and tasks as assigned.

Primary Duties:

- Answer telephone, take messages
- Assist students accessing FLCC student accounts and basic login questions
- Photo copying, checking copier and printers for paper refills
- Faxing
- Filing
- Dispense interoffice mail
- Make signs
- Other clerical work as assigned, which may include set up of computers and monitoring of Basic Skills Testing in the computer lab.

Special Requirements:

We will train on the job.

Prefer:

- Strong Communication Skills
- Basic Computer Skills
- Familiarity with office equipment (computer, copier, fax, multi-line telephone)
- Desire to work with and interact with students and staff
- Willingness to learn all of the above