Campus Safety Administrative Assistant Federal Work Study
– Information Desk

Brief Description of the Position:

Utilize computer and interpersonal skills to work with Campus Safety professionals in supporting safety initiatives for the College.

Primary Duties:
- Answering the switchboard
- Checking availability of fleet vehicles
- Sending faxes
- Making copies
- Providing information and directions to students and visitors
- Data input
- Inventory
- Filing
- Other duties as requested

Special Requirements:
- MS Office familiarity
- Demonstrated interpersonal skills