Office of Student Life Federal Work Study

Brief Description of the Position:

Serving as the initial point of contact for visitors (whether in-person or over the telephone) of the Office of Student Life, the Student Workers assist the Student Life staff in maintaining a welcoming and friendly environment. Student Workers perform a variety of clerical tasks and other tasks as assigned.

Primary Duties:

- Greet visitors
- Answer telephone and taking effective messages
- Answer general inquires efficiently
- General data entry
- Create FLCC ID cards
- Some scheduling and handling of money

Special Requirements:

- Maintain an approachable demeanor and be able to assist visitors by communicating effectively.
- Be able to perform multiple tasks in a high-volume office environment.
- Be willing to acquire a working knowledge of College and Office of Student Life specific programs, policies, and procedures.
- Be able to make sound decisions.
- Be able to perform basic scheduling tasks
- Be able to receive payment by cash or check and be able to make change if necessary.