

## **BUSINESS OFFICE WORK STUDY JOB DESCRIPTION**

**Title: Business Office Clerk**

**Summer:** Yes

**Fall:** Yes

**Winter:** Yes

**Spring:** Yes

**Job Description:** Assists Business Office staff with projects. Such as copying, filing, scanning, processing on-campus mail, light data entry in excel worksheets and assembling monthly financial statements and annual budget documents. Also assists with processing student account statements, folding and stuffing envelopes, typing labels & other clerical duties.

**Skills Required:** Computer keyboarding and typing. Experience using copiers, and general office equipment. Knowledge of proper office attire and behavior. Ability to lift and/or move up to 50 pounds.

**Days/Hours:** M-F/8-5pm

**Dept:** Business Office

**Spvr:** Mike Mallery

**Campus:** TD

**Location:** 2.131

**Pay Level:** 1

**Ph:** 541-506-6050