

# **Student Services WORK STUDY JOB DESCRIPTION**

**Title: Student Services**

**Summer: Y**

**Fall: Y**

**Winter: Y**

**Spring: Y**

**Job Description:** The purpose of the Student Services position is to help the Student Services department with various tasks. Duties will include, but are not limited to:

- Greet students and visitors
- General office duties- Filing, word documents, etc.
- Data Entry
- Communicate with students via email/phone
- Assist with bulk mailing
- Updates Student Services calendars and make appointments.
- Other duties as assigned.

**Skills Required:**

- Organization
- Basic computer

**Skills Preferred:**

- Bilingual (English/Spanish Preferred)
- Microsoft Office

**Days/Hours:** Various

**Dept:** Student Services

**Supervisor:** Dawn Sallee-Justesen

**Campus:** The Dalles/Hood River

**Location:** Student Services

**Pay Level:** 1

**Phone:** 541-506-6028