

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: Monica Pope

Campus: The Dalles/Hood River

Location: Student Services

Pay Level: 1

Phone: 541-506-6025