WORK STUDY AND STUDENT EMPLOYMENT JOB DESCRIPTION

JOB TITLE: Front Desk Receptionist/Office Assistant

HOURLY PAY RATE: Based on the number of years a student has participated in the FWS or CWS Program

The standard student pay rate is $12 for the first year working on campus, and one dollar additional per hours thereafter. If you are requesting a different pay rate, please explain why:

DESCRIPTION/DUTIES/SKILLS

Primary Duties:
- Answering the switchboard and direct calls to proper department.
- Sign in packages when receiving is closed.
- Greet and direct college guests in a professional manner.
- Contact maintenance and housekeeping when needed.
- Various clerical duties.

QUALIFICATIONS AND/OR SKILLS REQUIRED

- Should be friendly, courteous, flexible, and dependable.
- Must have excellent telephone skills

DEPARTMENT: Facilities

ACADEMIC PERIOD: 2017-2018

NUMBER OF STUDENTS NEEDED: 5-10

TERMS EMPLOYMENT IS NEEDED: Fall and Spring

DAYS AND HOURS: Monday – Friday, 5pm-10pm, Saturday & Sunday 8am-6pm.

COMMENTS: Very pleasant working environment. If you are interested in this position, contact Jason Brown at brownj@neco.edu
SUPERVISOR Jason Brown BUDGET HEAD Tecleab Neguse

ACCOUNT NUMBER 7100

NOTE: FWS ELIGIBLE STUDENTS HAVE PRIORITY FOR ALL POSITIONS