

**Admissions & Student Services
Federal Work Study Student Job Description
Office Assistant**

Duties:

Assist the Admissions & Student Services Director in various tasks required to manage the office workflow. Examples include:

- sorting and distribution of mail
- photocopying
- answering telephone and referring calls appropriately
- filing
- compiling and mailing application packets
- mass mailings
- calls to prospective students
- data entry & typing
- errands
- other duties as requested

Qualifications:

- accuracy in typing at least 45 wpm
- familiarity with Microsoft Word and Works
- attention to detail
- ability to relate well to students, staff, and faculty

Supervisor:

Hazel King, Admissions Director
910-892-3178 ext. 233
hking@heritagebiblecollege.edu

Hours of Work:

To be determined.

/hk
6/5/07