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

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.


NUMBER OF STUDENTS NEEDED: 15+

TERMS EMPLOYMENT IS NEEDED: Fall and Spring

DAYS AND HOURS: Mon-Fri 5-10PM; Sat & Sun 8AM-6PM

COMMENTS: Very pleasant working environment.
If you are interested in this position, contact Camille Ruán at ruanc@neco.edu or Tecleab Neguse at neguset@neco.edu.
NOTE: FWS ELIGIBLE STUDENTS HAVE PRIORITY FOR ALL POSITIONS