

STUDENT JOB DESCRIPTION

JOB TITLE: Administrative Office Assistant
WORK AREA: Administration Suite (President and Vice Presidents Suite)
AREA HOURS: 8:00 am – 4:30 pm

JOB RESPONSIBILITIES, DUTIES:

The Administrative Office Assistant provides support for the Administration Suite and Academic Affairs. The priority of this position is receptionist for visitors to the office suite. Answering phones and setting appointments will generally not be a responsibility of this student(s). This student(s) must be professional, customer focused, organized, patient, dependable, resourceful, and maintain a pleasant demeanor to create a welcoming environment in the office suite since they will greet and be the first person the visitors meet, representing the Offices of the President and the Vice Presidents.

DUTIES:

- Welcome and direct students, staff, faculty, and visitors in the RCTC Administration Suite
- Keep the reception area tidy and organized
- Scan/shred confidential documents
- Create documents using Microsoft Office programs, etc.
- Enter data into applications
- Manage routine tasks, i.e. refilling program overview sheets throughout campus, preparing weekly email to student body, doing mail runs, processing paperwork, filing, etc.
- Other duties as assigned by the administrative assistants

Additional Notes:

- Payroll forms must be submitted before access to eTime is granted.
- Students are entitled to a 15-minute paid break for every four consecutive hours worked.

PERFORMANCE EXPECTATIONS/CONDUCT:

This student(s) will use the copier to accurately scan documents and must be attentive to detail. The student may work with confidential documents so training on the importance of not sharing information will be provided. In addition, this student should expect to use their time wisely, take the initiative to ask questions, and be able to work with limited supervision once projects are assigned, including the ongoing routine projects as listed above.

NUMBER OF STUDENT'S NEEDED: 1 (up to 20 hours per week)
(Assume 20 hours per student.)

1 Academic Year

1 Summer (June-August)

TYPICAL WORK HOURS:

☒ Daytime ☐ Evening ☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Megan Tate

Location: Student Services Building, Administration Suite (SS212)

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