

**Job Title**  
**Office/Department**  
**Location (Building)**  
**Supervisor**  
**Number of Student Workers Employed**  
**Job Wage Rate or Range**  
**Position Summary**

Business Office Student Worker  
Business Office  
Old Sem  
Baker-Olinger, Kleinsmith, Amundson  
4  
5.15/hr  
Assist at Cashier's Window

**Principal Duties  
and Responsibilities**

Answer college switchboard and redirect calls, receipt payments to the college, make replacement IDs for students, assist with journal entries, other customer assistance and business office duties as needed.

**Knowledge Skills and Abilities**

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

**Additional Job Qualifications**

Students are taught the AS400 data base system

**Expectations**

Students will report for work as scheduled and be accurate in their work assignments.

**Working Conditions**

Office environment

**Other**