

Job Title
Office/Department
Location (Building)
Supervisor
Number of students employed
Job Wage Rate or Range
Position Summary

Business Services Student Worker
Business Services
Old Sem
Amundson
4
7.25/hr
Assist at Cashier's Desk

**Principal Duties
and Responsibilities**

Answer phones, receipt payments to the college, make replacement IDs, other customer service and business office duties as needed.

Knowledge Skills and Abilities

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

- X Filing
- X Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- X 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 Power Campus and Great Plains softwares

Expectations

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

Working Conditions

Office Environment

Other