

Student Services Assistant:

The student performs general tasks of a routine nature. Duties assigned are standard, limited and of average difficulty.

This position will be 10-12 hours a week

Specific Job Responsibilities:

- Departmental filing
- Maintaining sufficient inventory of forms, information documents, etc. which are available to students and the public
- Assist with the revision of documents and forms
- Assist with special projects, per staff direction
- Assist with answering telephone
- Other duties as assigned

Required Skills and Experience:

- Ability to take direction
- Ability to function effectively in a busy environment
- **No previous experience is required**

Preferred skills include, but are not limited to:

- Good communication skills
- Knowledge of basic office skills
- Keyboarding skill at 35 WPM or higher
- Familiarity with MS Word, MS Excel, MS PowerPoint and MS Outlook
- Bilingual

Supervisor: Sally Jackson, Financial Aid Advisor

If interested, contact Beth McBride, Financial Aid Advisor, at Student Services or by email to bethmcbride@tillamookbaycc.edu