Social Sciences & Professional Studies Office Assistance

Part 1: Department Information

<table>
<thead>
<tr>
<th>Department: Professional Studies</th>
<th>Job Title: College Work Study Office Assistance</th>
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<tr>
<td>Supervisor: Amy Sullivan</td>
<td>Ext: Amy 1752</td>
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<tr>
<td>Room #: E120</td>
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Part 2: CWS Position Description:

Description

The student worker is expected to work with the Professional Studies staff and student population on various levels of communication. This role includes performing some data entry in College software and maintaining the office filing systems. The student will also perform related office tasks as directed.

The student is expected to work across the departments within Professional Studies and maintain communication about job tasks. The student may perform some website updates for the Professional Studies group.

Minimum required skills needed

1) Ability to maintain confidentiality and effectively work in a multi-tasked environment with a variety of people.

2) Ability to organize materials, general office work and filing.

3) Familiarity with MS Word and Excel and/or other software programs helpful.

4) Ability to answer phone and student inquiries.

5) Ability to use GCC email competently.

6) Familiarity with MS Word and Excel and/or other software programs helpful.

Preferred Skills

1) Strong interpersonal and communications skills.

2) Ability to take initiative and respond to miscellaneous departmental requests.

3) Ability to comfortably move about the GCC website and the internet in general.