

Howard Community College Job Description

Job Number:	205
Job Title:	Welcome Center Assistant
Department Name:	Welcome Center
Supervisor Name:	Narinder Sharma
Supervisor Phone #:	443-518-4070
Supervisor Email:	nsharma1@howardcc.edu
Employer Address:	RCF-116, 10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	On Campus

Job Description and Responsibilities <i>(include job purpose):</i>	<ul style="list-style-type: none"> • Provides excellent customer service and represents the college at the Welcome Center counter. • Assist students and guests to the college with questions, directions, and basic enrollment information. • Prints students class schedules and updates student Identification cards with appropriate term sticker. • Excellent communication skills. • Ability to work independently and as part of a team. • Working knowledge of Microsoft Office suite and experience with various office machines (printer, fax, etc.) preferred. • Assists other offices with projects and other duties as assigned.
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Qualifications / Experience Required:	Excellent communication and customer service skills. Prior customer service experience is preferred. Ability to work independently and as part of a team. Knowledge of Microsoft Office suite. Experience with various office machines
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Grade Level	2
Hourly Wage	\$13.00 (Year 1) \$13.25 (Year 2)