

Howard Community College

Workstudy Job Description

Job Number:	207
Job Title:	Student Life Office Assistant
Department Name:	Office of Student Life
Supervisor Name:	Thelma Bush
Supervisor Phone #:	443-518-4857
Supervisor Email:	tbush@howardcc.edu
Employer Address:	Room SA 200, 10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	

Job Description and Responsibilities <i>(include job purpose):</i>	<p>The purpose of this position is to provide high quality assistance with daily operations and programs for the Office of Student Life.</p> <p>Student Life Office Assistants provide clerical support in the front office; greet guests and answer phones; create and organize files; assist with event planning, promotion (including creation of event flyers and posters), set-up, and clean-up; run errands; and have special administrative projects.</p>
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Qualifications / Experience Required:	<p>Required: Self-starter with excellent attention to detail, strong organizational and follow-up skills, excellent customer service skills, good oral and written communication skills, punctuality and dependability, and ability to use Microsoft applications (including Excel, Word, PowerPoint, and Publisher)</p> <p>Preferred: Someone who is creative with experience designing flyers and promotional materials, knowledge of Canvas is a plus</p>
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Grade Level	2
Hourly Wage	\$13.00 (Year 1) \$13.25 (Year 2)