

Howard Community College

Workstudy Job Description

Job Number:	215
Job Title:	Office Assistant
Department Name:	Development Office
Supervisor Name:	Jacqueline Taylor
Supervisor Phone #:	443-518-1970
Supervisor Email:	jtaylor@howardcc.edu
Employer Address:	MH- 102, 10901 Little Patuxent Parkway, Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	

Job Description and Responsibilities <i>(include job purpose):</i>	Provide clerical support and customer service for the development office. Office assistant will be greeting guests, answering phones, responding to inquiries, scanning and saving documents, and processing large mailings. Tasks related to special events will also be assigned as needed.
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Qualifications / Experience Required:	Working knowledge of Microsoft Office applications, ability to navigate the internet and attention to detail is needed. Excellent customer service skills and the ability to work independently are required.
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Grade Level	2
Hourly Wage	\$13.00(Year 1) \$13.25(Year 2)