

Howard Community College

Workstudy Job Description

Job Number:	264
Job Title:	Student Admissions Assistant
Department Name:	Admissions and Advising Office
Supervisor Name:	Steven Asah
Supervisor Phone #:	443-518-4779
Supervisor Email:	sasah@howardcc.edu
Employer Address:	RCF-246, 10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	On Campus with some remote

Job Description and Responsibilities <i>(include job purpose):</i>	<ul style="list-style-type: none"> • Assist the Office Supervisor and Information Specialists with mailings, voicemail, and distribution of information to staff and other departments within Enrollment Services. • Provide customer service to new and current students by answering questions and giving information in person and/or by telephone. • Work on projects that require assembling folders and/or packets, etc. • Maintain the organization of the Waiting Room, Transfer Center and overall office workspace. • Performs other duties as assigned
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Qualifications / Experience Required:	Excellent customer service, prior experience preferred. Excellent communication skills. Ability to work independently and as part of a team. Microsoft Office suite. Experience with various office machines (copier, fax, multi-line telephone). Ability to lift up to 30 pounds.
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Grade Level <i>(see FWS/IWS Handbook to determine workstudy position grade level)</i>	2
Hourly Wage <i>(see FWS/IWS Handbook for hourly wage by grade level)</i>	\$13.00 (Year 1) \$13.25 (Year 2)