

Howard Community College

Workstudy Job Description

Job Number:	271
Job Title:	Office Assistant
Department Name:	Public Safety
Supervisor Name:	Kim Jewer
Supervisor Phone #:	443-518-5500
Supervisor Email:	kjewer@howardcc.edu
Employer Address:	RCF-117, 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>	Assist in basic administrative support work for the Public Safety Department. Duties include general reception and customer service duties; create and replace ID cards; issue student/staff/faculty parking; maintain office filing and storage systems; maintain citation database; assist with HCC's lost and found; update security information boards; assist in special projects as requested.
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Qualifications / Experience Required:	Requires discretion, dependability, cheerful presence, good people skills, basic computer skills (knowledge of Microsoft Access is a plus), good oral/written communication skills.
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Grade	2
Hourly Wage	\$13.00 (Year 1) \$13.25 (Year 2)