

Howard Community College

Workstudy Job Description

Job Number:	283
Job Title:	Office Assistant
Department Name:	Service Learning
Supervisor Name:	Jessica Klug
Supervisor Phone #:	443-518-4586
Supervisor Email:	jklug@howardcc.edu
Employer Address:	MH-120, 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>	The purpose of this position is to support the work of the Center for Service Learning by providing assistance with tasks that support program growth, promotion, and organization. Responsibilities include student support, front desk reception duties, filing, database entry and other tasks to support various course integrations and events that are hosted by the office. Work with staff to maintain day-to-day functions and assist with special projects.
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Qualifications / Experience Required:	Proficiency in Microsoft Word applications is required, especially Microsoft Excel. Excellent organizational skills, attention to detail, and good oral and written communications skills are required. Dependability is extremely important.
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Grade Level	2
Hourly Wage	\$13.00 (Year 1) \$13.25 (Year 2)