Title: Office / Inventory Aide I

Purpose: Provide basic office assistance in a professional manner as appropriate to the assigned area.

Duties and Responsibilities: Worker is responsible for general office assistance in the form of sorting and filing, typing, photocopying, data entry, receptionist / telephone coverage, on-campus pickup and deliveries, equipment inventory and documentation, sorting of equipment for surplus and removal.

The preceding is a brief general description of the duties and responsibilities associated with this position, and may be subject to modification by the supervisor.

Preferred Qualifications: Keyboarding skills, basic knowledge of computer programs, customer service and telephone skills, ability to follow instructions and function without constant supervision, reliability and punctuality. Other area-specific skills may be required. Some heavy lifting may be required at times. All areas dealing with the public require worker to be welcoming and courteous.

Wage Rate: Wage rates are listed on the current job title and pay scale table. Please visit with the Director of Financial Aid for specific information.

Dates of Employment: Dates of employment will generally conform to the beginning and ending dates of the academic term, or in certain instances will be determined by the Director of Financial Aid.

Supervision: Supervision will be provided by the director/supervisor of the area to which the worker is assigned, or by said individual’s designee.