

McDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form



Division/Department	Business Office
Job Title	Office Assistant
Reports to	Business Office Manager- Breanna Wilson

Level/Grade	Type of position: <input checked="" type="checkbox"/> Part-time Temporary	
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Revision Date	07/18/22
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GENERAL RESPONSIBILITIES

The Business Office Manager will supervise the Office Assistant. The Assistant will work directly with members of the Business Office. The Federal Work Study will assist in the performing of the day-to-day tasks of the Business Office.

SPECIFIC RESPONSIBILITIES

- Familiarity with office equipment
- Assist with mail room duties
- Assist with checking packages in our bookstore
- Distributing packages to respected departments
- Filing statements
- Assist with student problems that may arise
- Other duties as assigned

QUALIFICATIONS

Must have a pleasant attitude, good customer service skills, and computer skills that includes Microsoft Word and Excel, eager to work, punctual and able to handle confidential information without incident.