

POSITION TITLE: Work Study - Clerical
DEPARTMENT: Career and Technical Education

PURPOSE: Perform secretarial duties for department, director, instructors and/or other specified individuals. Maintain records, assist students, staff or the public, according to office function.

ESSENTIAL FUNCTIONS (as applicable to the department)

Act as receptionist and assist student, staff and others with their questions in person, by phone, or through email. Follow up with students or public via phone or email.

Assemble, type and file reports and correspondence. File records with accuracy. Handle department incoming and outgoing mail.

Use computer to perform office functions.

TVCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Dress appropriately for a workplace with frequent customer service interaction.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Must have returned the Financial Aid Award Letter and be awarded work study funding.

Able to perform data entry and filing with accuracy. Must be self-motivated, have organizational skills, and the initiative to work independently to meet deadlines. Must be or become familiar with policies and programs related to department served.

PHYSICAL DEMANDS

Minimum physical exertion. While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. Duties may involve moving mailing parcels and supplies on a regular basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.

WORKING CONDITIONS

Most work takes place in usual office working conditions, where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITY None.

SUPERVISION RECEIVED Works under the direct supervision of the department Secretary.

The above description covers the most significant duties performed but does not include other related occasional work.

I have read and understand this position description.

Employee Signature

Date