Deans’ Office Assistant (Undergraduate)

Job Purpose:
To assist the administrative assistant with all clerical assignments.

Scope of Responsibilities:

- Keep scheduled days and hours (mandatory)*
- Pick up and distribute mail
- Maintain confidentiality and behave in a professional manner at all times
- Copy and assemble materials
- Post flyers
- Be computer savvy
- Filing (not confidential)
- Keep order with syllabi from faculty
- Manage spreadsheets, letters and mass mailings
- Perform other duties as assigned

Job Requirements:

- Possess strong computer skills
- Demonstrate a pleasant and willing attitude
- Be courteous and helpful at all times to faculty, staff and students
- Proficient typing skills
- Assist with conferences and meetings as needed.

Hours:

10-20 hours per week.

Contact:
Nikki Stournaras, x1213
Office of the Deans
Nstournaras@hchc.edu

*If for some reason you cannot work at the designated time, you are to call the office at 9:00 am