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