Receptionist/Administrative Assistant (Undergraduate/Graduate)

Responsibilities: Student will cover reception desk of the administration building, greet guests, and act as an ambassador for HCHC. Additional responsibilities include filing, mail distribution, and clerical assistance to administrative departments.

Qualifications: Desired candidate will have strong interpersonal skills and excellent computer skills. Student must exhibit a professional attitude.

Hours: 10-20 per week

Number of Positions: 4

Contact:
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Finance Office
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