

CONTINUING & WORKFORCE EDUCATION DEPARTMENT SUPPORT STAFF (PT)

GENERAL STATEMENT:

Serve as support staff for the Continuing & Workforce Education department. This is a part-time position not to exceed 19 hours per week. The position will be morning hours on Monday through Thursday.

REPORTS TO:

Dean of Continuing & Workforce Education

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED, Post-secondary education preferred

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Computer proficiency in keyboarding, Word, Excel, Outlook and use of Internet. Telephone and good communications skills.

OTHER:

Professional appearance. Must be a team worker, flexible and willing to assist departmental staff members.

DUTIES AND RESPONSIBILITIES:

- Must keep sensitive student, potential student and employee information secure and private.
- General office work.
- Answer departmental phone.
- Assist clients at the service window.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 11/26/12

Revised: