

BUSINESS OFFICE WORK STUDY JOB DESCRIPTION

Title: Business Office Clerk

Summer: Yes

Fall: Yes

Winter: Yes

Spring: Yes

Job Description: Assists Business Office staff with projects. Such as copying, filing, processing on-campus mail, light data entry in excel worksheets and assembling monthly financial statements and annual budget documents. Also assists with processing student account statements, folding and stuffing envelopes, typing labels & other clerical duties.

Skills Required: Computer keyboarding and typing. Experience using copiers, and general office equipment. Knowledge of proper office attire and behavior. Ability to lift and/or move up to 50 pounds.

Days/Hours: M-F/8-5pm

Dept: Business Office

Spvr: Lisa Deswert

Campus: TD

Location: 2.131

Pay Level: 1

Ph: 541-506-6058