**Student Services**

**WORK STUDY JOB DESCRIPTION**

**Title: Student Services**

**Summer:** Y  **Fall:** Y **Winter:** Y **Spring:** Y

**Job Description:** The purpose of the Student Services position is to help the Student Services department with various tasks. Duties will include, but are not limited to:

* Greet students and visitors
* General office duties- Filing, word documents, etc.
* Data Entry
* Communicate with students via email/phone
* Assist with bulk mailing
* Updated Student Services calendars and make appointments.
* Other duties as assigned.

**Skills Required:**

* Organization
* Basic computer

**Skills Preferred:**

* Bilingual (English/Spanish Preferred)
* Microsoft Office

**Days/Hours:** Various **Location:** Student Services

**Dept:** Student Services **Pay Level:** 1

**Supervisor:** Dawn Sallee-Justesen **Phone:** 541-506-6028

**Campus:**  The Dalles/Hood River