

Position: Administrative Assistant (Part-time)

Department: Document Services

Reports to: Manager of Mailroom, Document Services and Procurement

Job Summary: Provides administrative and clerical support in a fast paced, service-oriented, customer/student centered environment. Responsible for processing copying requests and advising employees about large scale print or copy jobs. Maintains copiers and other document services equipment, including Scan Tron machines.

Schedule: Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. The normal work schedule for this position during the College's Fall and Spring semesters will consist of approximately 25-hours per week, Monday through Friday from 1:00PM to 6:00PM.

Salary: \$15.00 per hour.

Duties and Responsibilities:

- Operates high-volume black and white and color copying machines to accomplish the printing/copying requirements of employees.
- Reviews scope of requested print jobs to determine suitability for in-house or external production, mindful of timeliness, cost and quality.
- Reviews requested copying jobs to help ensure that all requests are in compliance with copyright policies established by the College.
- Responsible for copying and safeguarding all student examinations submitted for copying while in the possession of the Document Services office.
- Provides back up support for the College's Mail Room department on an as needed basis.
- Performs other duties as assigned.

Qualifications:

- High School diploma or GED required.
- Associates Degree or approximately 60 completed college credits is preferred.
- Knowledge of functionality and capability of high-speed black and white and color copiers is preferred.
- Cooperative, accommodating, and service-oriented demeanor.
- Exercises discretion and tact in all interpersonal contacts; maintains confidentiality as appropriate.
- Ability to perform detailed work independently and accurately with minimal direct supervision in a fast paced environment.
- Ability to manage multiple tasks according to required deadlines.

Interested applicants can apply by clicking [here](#).