

Position: Administrative Assistant, Document Services and Mail Room
(Part-time, Temporary)

Department: Document Services

Reports to: Manager of Mail Room, 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. Supports the College's Mail Room activities as needed.

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 20-hours per week.

Salary: \$16.50 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.
- Performs Mail Room services College-wide as needed.
- Performs other duties as assigned.

Qualifications:

- High School diploma or GED required.
- Completion of some college credits is preferred.
- Work experience in a higher education environment 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.
- Must work well both in team a setting and autonomously.
- Must be able to lift up to 50 pounds and be on their feet for extended periods of time.

- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multicultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus is required.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

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