

SKILLS, KNOWLEDGE, ABILITIES:

Must greet visitors and be courteous at all times; must be able to disseminate information to faculty, staff, students, parents and the general public. Must have knowledge of all office procedures, word processing and spreadsheet applications; knowledge of computerized student records system; must be able to learn local, state and federal rules for maintaining student records. Must be able to work in various locations sometimes outside regular working hours; some travel may be required.

LICENSES/CERTIFICATES:

PHYSICAL REQUIREMENTS:

WORKING CONDITIONS:

Inside Work-in a well lighted and air conditioned area most of the time

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.