



## Work Study Job Description Records

**Location:** Records Office

**Name and Classification of Position:** Records Office Assistant

**Supervisor:** Mariah Rozell

**Rate of Pay and Expected Hours of Work:** \$13.00/hour, 10-29 hours per week\*

**Employment Dates:** July 1, 2022, through June 30, 2023

**Eligibility:** Must be Federal or State Work Study Eligible. Must be enrolled in 6 credits or more. Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

**Purpose and Role of Job within the College:** Help cover offices and/or switchboard when staff is off-campus or on breaks. Assist with customer service and general office duties.

### **Duties and Responsibilities:**

- Phones, including switchboard
- Student/staff contact
- Scanning
- Registration
- Transcripts

### **Qualifications and Required Skills:**

- Personable, good fit for position
- Computer literate
- Ambitious and dependable
- General Office abilities
- Confidentiality

### **Learning Objectives:**

- Customer Service
- Job Ethics
- Responsibility and reliability
- Office, Computer, Data Entry skills

**After checking with the financial aid office for eligibility,** interested students should email Mariah Rozell at [mariah.rozell@fdltcc.edu](mailto:mariah.rozell@fdltcc.edu) with:

- Availability
- Your contact information
- Previous work experience

\* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

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(July 30, 2019)