



Work Study Job Description Records and Switchboard

Location: Records Office/Switchboard

Name and Classification of Position: Records Office and Switchboard Assistant

Supervisor: Mariah Rozell

Rate of Pay and Expected Hours of Work: See website for current wage, 10-29 hours per week*

Employment Dates: July 1 through June 30 of each school year

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 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>) for more information.

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(July 30, 2019)