**Title of Position:** Summer Jobs Service Placement Assistant

**Division/Department**: Student Services

**Job Duties**

* provide reception, telephone services and/or provide clerical support
* prepare reports or spreadsheets using Word processing, Spreadsheet or Database software
* operate office equipment such as photocopier, fax machine, calculator, printer
* conduct web research
* assist with other students efforts to find summer employment
* assisting with functional processes such as data entry
* file various files and documents in alpha-numeric order and locate materials from files
* type letters, memoranda, reports, etc.
* prepare and process information
* respond to various inquiries (employers and job seekers), sometimes requiring specialized knowledge of practices and processes
* distribute various information throughout the College
* assemble and categorize facts and figures for written computation and calculations
* locate and compile information and format reports, graphs, tables, records and other sources of information
* assist in coordination of special projects, events, office activities and committee meetings
* use various software applications such as spreadsheets, relational databases, word processing to assemble, manipulate and/or format data and/or reports
* answer telephone, screen callers, relay messages and greet visitors
* open, sort and screen mail

**Qualifications**

* One year of college/university in a social science program and some experience in community job placements.
* Excellent oral communication and interpersonal skills to provide effective customer service in the work unit and to deal with difficult clients
* Ability to work in a variety of software including data entry and extraction, spreadsheet and database design and development
* Knowledge of general office and accounting procedures
* Ability to use common office equipment such as photocopies, fax machines, etc.
* Excellent organizational skills to compile and maintain statistical information
* Ability to exercise sound judgment in responding to inquiries and/or sensitive issues
* Ability to work with and maintain confidential records
* Ability to follow verbal and written instructions
* Ability to communicate effectively and function as a team player

**Additional Information ie special equipment or travel**