Under the direction of the Director of Admissions & Records (A&R), perform office duties in support of the A&R office; serve as receptionist for the A&R office and provided assistance to the A&R staff as required.

**REPRESENTATIVE DUTIES**

1. Serve as receptionist for the A&R office greeting visitors and answering the telephone; provide information regarding A&R and related programs to students, staff and other customers.
2. Provide assistance to customers in proper completion of forms and navigating the College website and Student Portal.
3. Perform a variety of clerical duties in support of the A&R office.
4. Operate a variety of office machines and equipment including a computer, scanner and related software.
5. Research student records as requested.
7. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

Knowledge of: Modern office practices, procedures and equipment; telephone techniques and etiquette; record-keeping techniques; operation of office machines including a computer and applicable software including word processing, spreadsheets and email; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to: Perform clerical and public contact work in support of the A&R office; answer telephones and greet the public courteously; determine appropriate action within clearly defined guidelines; operate office machines including a computer, scanner and applicable software; communicate effectively both orally and in writing; understand and follow A&R regulations; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; sit for an extended period of time; bend at the waist, kneel or crouch.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to graduation from high school.

**WORKING CONDITIONS:** Office environment with constant interruptions.

**EMPLOYMENT STATUS**

Jobs are only available for College of the Desert students who are enrolled in at least 6 units and maintain a 2.0 GPA for Federal Work Study Funding.

Part time position up to 20 hours per week.

Salary Amount: $10.00 per hour

How to Apply: Submit Resume to the Admissions and Records Office : Attn: Barbara Garza. Resume should include Student ID# and Job Title.