

Student Employment Job Description

JOB TITLE: Office Worker

DEPARTMENT: Admissions

REPORTS TO: James Smith

REQUIREMENTS:

- **Education/Training:**
 - We provide the department specific training and knowledge necessary.
- **Experience/Background/Knowledge:**
 - A strong, evident love of MVNU required.
 - Desire to share that love and influence prospective students and their families
 - Enjoyment of office work/environment necessary
- **Skills:**
 - Ability to work on a computer for hours at a time.
 - Detail oriented mindset.
 - Ability to retain accuracy while doing repetitive work/tasks.
- **Attire on the Job:**
 - business casual
- **Expectations:**
 - to complete the tasks outlined for you daily and maintain a positive attitude
- **Special Requirements:**
 - Be available for additional events throughout the year and have a flexible schedule.

DUTIES (include but not limited to):

- General office work: computer tasks, filing, data entry
- Interacting with students and their families at events
- Hosting prospective students overnight
- Being available for any additional duties that are asked of you.

NORMAL WORKING HOURS and DAYS:

- Monday through Friday.
- 8 am to 4:30 pm
- ****Each student will work a total of 10 hrs. per week****

Return Completed Forms to Human Resources