SOUTHERN REGIONAL TECHNICAL COLLEGE

Job Description

Job Title: FWS-Economic Development

Job Code: 60130

Effective: October 1, 2018

JOB SUMMARY

The Federal Work Study assists with general clerical duties for a department in a technical college.

MAJOR DUTIES

- Greets visitors and provides information and assistance;
- Copies instructional materials as needed;
- Assists office staff and instructors with daily work and special projects;
- Maintain files as directed;
- Enhances the mission of the College by demonstrating willingness to work as a team player;
- Complies with the policies and procedures of the College and the Technical College System of Georgia;
- Maintains confidentiality;
- Arrives at work on time;
- Works a flexible schedule as needed;
- Demonstrates professionalism in contact with students, coworkers and the public;
- Displays cooperative, supportive and professional behavior toward colleagues and the administration;
- Recognizes and respect the line between professional and personal relationships with students;
- Demonstrates willingness to be of service and exhibits pleasant and courteous behavior toward customers (students, parents, employers, media), organizational coworkers and other public contacts;
- Performs other duties as assigned.

COMPETENCIES

- Ability to break larger tasks into manageable smaller tasks
- Skill in the operation of computers and job related software programs
- Organizational skills
- Oral and written communication skills

MINIMUM QUALIFICATIONS

- High school diploma or GED
- Financial need and PELL eligible
- Be enrolled at least half-time (6 credit hours) as a student at the location seeking employment
- Satisfactory academic progress for Federal Student Aid programs

PREFERRED QUALIFICATIONS

- None