Office Assistant

Job Description
• Provide office support
• Filing as requested
• Pick up and deliver mail
• Complete mailings as requested
• Complete errands as requested
• Revise forms and complete typing jobs as needed
• Correct career assessments and maintain complete and accurate records
• Create and update student folders

Minimum Qualifications
• Filing and clerical abilities
• Ability to use Macintosh computers
• Good rapport with counselors and supervisors
• Ability to work independently
• Responsibility and attention to detail, a must
• Must be consistent and able to work regularly scheduled hours