Title: Student-Receptionist/Clerk
Job Code: 9610

General Description:
• Employee performs general routine office work involving simple manual tasks
• Employee works under direct supervision and is expected to use little judgment

DUTIES:
• Answers phone and communicate message
• Greets visitors and gives general information
• Assists with incoming and outgoing mail
• Operates standard, non complicated office equipment
• Sorts, codes and files data
• May use computer for some simple word processing or data entry-Microsoft Office suite is a plus

Experience Level: 1