



Position: Office Assistant

Department: Business Math and Technology

Employment type: Part-time, 20 hours or less

Overview: As a member of the Business Math and Technology Division team, the student would provide clerical and reception support to the office.

Work Schedule:

Job Duties and Required Competencies:

Career & Self-Development

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks:**
 - Discuss goals with supervisor for your future career objectives throughout the work experience.
 - Articulate your strengths and weaknesses to pursue a career in field.
 - Seek out learning opportunities and complete research as needed.

Communication

- **Skills:** Strong written and verbal communication skills; ability to provide clear and effective instructions.
- **Tasks:**
 - Manage office traffic, in-person and by phone; Connect visitors to appropriate staff members.
 - Promptly communicate when guidance and assistance is needed.

Critical Thinking

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.
- **Tasks:**

- Anticipate department and staff needs.
- Manage competing priorities.

Equity & Inclusion

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks:**
 - Work equitably with everyone. Be open to differing opinions and cultural norms from your own.

Leadership

- **Skills:** Creating an environment of working together as team.
- **Tasks:**
 - Maintain a professional attitude at all times when interacting with students and colleagues.

Professionalism

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.
- **Tasks:**
 - Demonstrate appropriate business conduct at all times.
 - Complete projects assigned by the supervisor in a timely manner.
 - Uphold PVCC College policies and procedures.
 - Arrive on time, be present, available, and prepared.

Teamwork

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks:**
 - Able to take direction, prioritize and complete tasks from multiple individuals.

Technology

- **Skills:** Leverage technology to support student goals and department needs.
- **Tasks:**
 - Answer incoming calls, make copies and send faxes.
 - Utilize computer and web browser to support and conduct research as needed.

Additional Responsibilities:

- Provide general administrative support to the department.
- Assist with organizing and maintaining office files and records.

Required Qualifications:

- Basic knowledge of office procedures and equipment.
- Proficiency in using computers and office software (e.g., Microsoft Office).

Additional Considerations:

- Previous experience in an office environment is beneficial but not required.

By fulfilling these responsibilities, you will gain valuable experience in administrative support, enhance your organizational and communication skills, and contribute to the effective functioning of the Business Math and Technology Division.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu