

Kishwaukee College Work Study Position

DEPARTMENT: Student Services/Information Center

JOB DESCRIPTION

- Perform the duties of receptionist including greeting the general public and college employees, answering their questions and inquiries and directing them to the appropriate offices or staff on campus.
- Monitor radio traffic on the hand held radio.
- In the event of a campus emergency be familiar with the Emergency Operations Plan (EOP).
- Answering calls and directing them to the appropriate destination.
- Have knowledge of and ability to work with computer programs.
- Assist all departments with requested tasks.
- Have familiarity of the campus, website, and student services.
- Perform other duties as assigned.

QUALIFICATIONS/SKILLS REQUIRED

- Have knowledge of telephone system helpful.
- Excellent communication and interpersonal skills required.
- Computer experience preferred.

NUMBER OF HOURS PER WEEK: 20

DAYS OF WK. (check one): Flexible or Must be able to work the following days of the week:

Two Weekdays 3:30-7:00PM

PERSON TO CONTACT (Setting up Interview): Tracy Komadina

CONTACT INFORMATION: Office, phone, email: _____
