

## 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