



<b>Job Title:</b>	Office Assistant	<b>Major:</b>	Open
<b>Department:</b>	Center for Student Success	<b>Location:</b>	CSS Building
<b>Hourly Rate:</b>		<b>Available Hours:</b>	
<b>Supervisor Contact:</b>	Mr. Rashad Joiner 352-638-9757	<b>Length of Position:</b>	One Semester
<b>Applications Accepted By:</b>			
<a href="https://www.beaconcollege.edu/beacon-college-on-campus-employment/">https://www.beaconcollege.edu/beacon-college-on-campus-employment/</a>  <b>Beacon College On-Campus Employment</b>		Qualified candidates will be contacted for an interview. If you have any questions, please contact the Career Center Email: <a href="mailto:careercenter@beaconcollege.edu">careercenter@beaconcollege.edu</a> Phone: 352-638-9808	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Office Assistant perform a wide variety of tasks in their daily work. This usually includes standard clerical duties.</p> <ul style="list-style-type: none"> <li>• Welcoming visitors to the center</li> <li>• Answering phone calls</li> <li>• Taking and delivering messages to Learning Specialists</li> <li>• Ensuring the office runs smoothly</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING SKILLS</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>			
<b>Supervisor:</b>	Name		
<b>Last Updated By:</b>	Name	<b>Date/Time:</b>	Date/Time