



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