



**Federal Work Study Position Description**

**Position Title:**

Office Assistant

**Supervisor Name:**

Lauren Auton

**Department:**

Accountability & Strategic Initiatives

**Supervisor Phone Number:**

828-726-2304

**Physical Job Location (room/building):**

A-134

**Approximate Hours Per Week:**

10

**Position Requirements**

Soft skills:

Effective communication, critical thinking, works well independently or as a team member, good problem-solving skills, self-starter, self-motivating, quick learner, accepting of feedback, punctual, reliable, trustworthy, respectful, and honest.

Office skills:

Skilled in using Microsoft Office Suite

Strong verbal and written communication skills

Understanding of how to use a desktop computer, telephone, adding machine, copier, label maker, and shredder.

**Primary Job Duties**

Assist the office with filing.

Assist the office with mailings.

Assist the office with setup and cleanup of routine meetings and/or special meetings.

Assist the office with monitoring office inventory and supplies.

Assist the office with collecting and discarding of recyclable material appropriately.

Assist the office with delivery and pick up of mail.

\*Other duties as assigned.