Work-Study Position:  Clerical Assistant & Tour Guide

Department:  Admissions

Positions:  5

Funding:  Work study and/or departmental funds

Assist full-time staff with daily operations of the Admissions and Onboarding Office including conducting campus tours. Tasks will be conducted in person and remotely.

**Duties:**

Daily operations include, but are not limited to; greeting guests; assisting with application completion; contacting/interacting with prospective and new students in-person, via phone, email, or chat; data entry; filing; preparing information packets; other office tasks as required. Students are also expected to conduct campus tours for prospective students, families, and other campus guests – training provided. Serve as ambassador at campus events (in person and remote). Some evening hours may be required.

**Qualifications:**

Enthusiastic workers with strong communication and office skills, including: attention to detail, knowledge of Microsoft Office Suite (word, excel, PowerPoint), comfort with other tech tools like zoom and resources for HCC students like Moodle and Online Services and strong organizational skills. In addition, must have the ability to multi-task and work independently when necessary.

**Contact:**

Admissions Office

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