



Area V
Special Projects Office Assistant

Short Job Description:

- ❖ Develop, print, and deliver weekly schedules.
- ❖ Coordinate optional afternoon seminars.
- ❖ Assist with special projects such as ID creation, AGS website edits, computer lab scheduling, DVD reproduction, evaluations etc...
- ❖ Help produce copies for faculty/staff.
- ❖ Occasionally, monitor students in the computer lab.
- ❖ Maintain regular office hours with responsibilities as assigned.
- ❖ Report to required Area V and AGS meetings.
- ❖ Assist Area V staff with other duties as assigned.
- ❖ Familiarity with computer use and word processing is preferred.