

PART-TIME OFFICE ASSISTANT, PALESTINE CAMPUS

GENERAL STATEMENT:

Assist the Palestine Campus office staff as a positive representative for TVCC-Palestine. This is a part-time position that requires working up to 20 hours per week.

REPORTS TO:

Executive Assistant, Palestine

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three years office experience with working knowledge of word processing, spreadsheets, and office equipment.

OTHER:

Office management preferred.

DUTIES AND RESPONSIBILITIES:

- Assist instructors with purchases and requests to purchase.
- Assist with processing purchase requests and maintaining records. Check incoming invoices for appropriate signatures and verify receipt of merchandise. Assign account numbers and forward to business office for payment.
- Maintain files for vendors and suppliers, as well as individual departmental charges.
- Maintain monthly expenditure reports for each department.
- Post deposits on column journal and forward daily cash reports and deposit slips to business office. Maintain monthly and yearly summary of deposits for the Palestine Campus.
- Assist with entering income from cosmetology, library fines, and vending into the computer as received.
- Assist with daily deposits.
- Assign account numbers for telephone companies, check charges, and collect personal fees.
- Report all absentees and maintain record of each employee including vacation days.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 01/24/2018

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