Office Assistant
Rio – Tempe

Job Summary: Provides front-line reception and customer support. Performs various clerical duties which may include reception, data entry, preparing and modifying correspondence, reports, memos and executive summaries. Schedules meetings and appointments and other related duties as assigned.

Duties: Performs basic administrative duties such as typing, filing, answering phones and assisting students, staff and the general public. This role will be required to create spreadsheets that include summaries of existing data, PowerPoint presentations and create summaries to highlight strategic planning related to division-wide initiatives.

Experience/Qualifications: Excellent customer service skills; Effective written communication skills are preferred; Must be reliable and organized with a strong attention to detail; Basic knowledge of Microsoft Office Suite including Word, PowerPoint and Excel; Strong computer skills and experience working with online databases, internet applications and e-mail; Able to maintain confidentiality.

Please note that only approved Federal Work Study students are eligible to apply.

Hours & Pay Rate:
Up to 20 hours per week
Monday – Friday, 8:00 am – 12:00 pm
$10.00/hour

This position is part-time with no benefits.

Please send Cover Letter and Resume to:
LeRodrick.Terry@riosalado.edu

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