

KTSW Work Study

Contact Dan Schumacher at ds46@txstate.edu for more information regarding the Word Study Position.

Reports To: Traffic / Office Manager

Position Requirements:

- Must be able to provide proof of work study award in order to be hired
- Provides customer service, greets and directs guests
- Ensures organization, cleans community office areas and office supplies closet
- Performs general office duties such as filing, answering phones, and mail distribution
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success