Department: Administration

Campus: Danville

Supervisor: Gail Vaughn

Contact Information:
Name: Gail Vaughn
Building: Danville Campus
Room: 103E
Phone: 239-7030 ext. 56862

Brief Job Description: Office Assistant: Assisting in front office—answering telephone and directing calls and/or providing basic information, filing, sorting mail, general clerical and receptionist duties.

Preferred qualifications: Good telephone and communication skills, dependability, basic computer skills (Word and Excel), ability to work afternoon/early evening hours.

Number of positions: 1