Brief Job Description: Perform general office duties such as copying, filing, scanning, word processing, data entry, greeting students and visitors, and assist with text conversion by scanning, editing, and saving documents into audio or other electronic formats.

Preferred qualifications

- Ability to operate copy machine and scanner
- Computer experience with using Microsoft office.
- Good interpersonal skills and sensitivity to diversity.
- Responsible, reliable and patient.

Ability to meet deadline and maintain confidentiality of student using service
Number of positions: 1