

Adams State College
Nursing Program

Work Study Job Description

Work Study Job Title:
Job Description:

Office Clerk

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES
REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently.

- Basic skills with a personal computer
- Excellent communication skills
- Ability to use office machinery—such as fax machines, telephone systems, copier and scanners
- Ability to be flexible and receptive for receiving instructions from more than one person such as the director or assistant

School/Department:

Nursing Program

Contact Person:

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