1. Department or Office requesting work-study: KILGORE COLLEGE POLICE DEPARTMENT

2. Number of positions available: 2

3. Date/Term student needed: Fall and Spring semesters

4. Position Title: Office Assistant

Description of duties:

The Office Assistant will assist the Kilgore College Police Department to ensure the daily routine flows smoothly by addressing the needs of our KC clients (visitors, vendors, students, staff, and general public) in a professional mature environment, provide excellent customer service, possess strong written and oral communication skills, be able to work closely with executive level administrators, issue KCID badges/parking permits, assist the Support Specialist with maintaining records and files (paper and electronic), able to use Word-Excel-Outlook, answer phones, direct incoming/outgoing calls; perform other departmental tasks as assigned.

*Experience preferred but willing to train.*

5. Days needed: Monday Tuesday Wednesday Thursday Friday

   Hours: Between the hours of 8:00 a.m. – 5:00 p.m.

   Preferably someone with availability: morning and/or afternoon