



**RCC WORK STUDY JOB OPENING - 2022 - 2023**  
**HOURLY WAGE: \$15.00**  
**SEMESTER(s): Fall 2022 and Spring 2023**

**JOB TITLE:** Enrollment Clerical Assistant

**JOB DESCRIPTION:** The Enrollment Office is seeking a work-study student to assist with general office duties such as answering phones, assisting students, running campus errands and other duties as assigned.

- Create file folder, sort various office documents in alphabetical order, and pull student records.
- Sort file folders in alphabetical order and file
- 1. File materials such as correspondence, educational documents, student records, and reports.
- Screen and answer the Enrollment Center telephone calls.
- 1. Forward incoming calls to appropriate staff person or department throughout campus.
- 2. Assist walk-ins to appropriate Enrollment Center staff or other offices throughout the college campus.
- Fold letters, documents, and stuff envelopes as needed by office and for office trainings.
- Make copies and scan documents.
- Participate in New Student Orientation for Fall and Spring semester and Admissions Information Session.

**JOB REQUIREMENTS:**

- Proficient in Microsoft Office (Word and Excel)
- Excellent organizational, oral and written communication and interpersonal skills
- Able to handle multiple projects with frequent deadlines in a fast-paced environment
- Comply with student privacy regulations

**PREFERRED MAJOR(s):** All

**NUMBER OF POSITIONS TO BE FILLED:** 3

**CONTACT INFORMATION:**

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**2.) Loretta Minor**

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**CAMPUS LOCATION:**

Enrollment Center  
Building 2, Room 102

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