

ordering, receiving, maintaining and distributing supplies.

Receive, collect and process enrollment or program fees as assigned by the position; maintain related records.

Participate in registration and enrollment activities assigned by the position; provide information and packets to students as needed; request, receive and process transcripts as assigned; participate in student testing activities.

OTHER DUTIES:

Attend various meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Basic recordkeeping and filing techniques.

WORKING CONDITIONS:

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