

OFFICE OF HUMAN RESOURCES
803-327-8037
803-981-7259
803-981-7711 FAX

Temporary/Part-Time

POSITION: Welcome Desk/NSO Recruiter- Student Affairs/Student Support Services

\$10-15/hour

25 hours per week

MINIMUM TRAINING AND EXPERIENCE: A High School Diploma or GED; and possess some customer services / clerical experience.

KNOWLEDGE, SKILLS AND ABILITIES: Demonstrates excellent communications skills and be able to clearly explain instructions to students of various levels; be familiar with the Microsoft Office Suite (Word, Ecel, etc.), Blumen Compansol Database or alike; must be able to work independently with a high level of responsibility; must be able to work with individuals of diverse socio-economic backgrounds; and work professionally and ethically with students, staff, and faculty. Ability to work at a desk and computer for extended periods of time. Ability to work in an inside environment with normal temperatures and humidity.

DUTIES AND RESPONSIBILITIES:

1. Greets office visitors and answers incoming phone calls cheerfully and professionally; deliver messages to appropriate personnel.
2. Prints class schedules and takes photos for student I.D.s.
3. Provides information about campus activities, departments, and personnel.
4. Dispenses applications and other materials upon request and explain the application process to students. Recruits new participants at York Technical College New Student Orientations.
5. Performs various clerical activities such as copying, typing, and filing materials.

To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until June 6, 2022.

YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. SOUTH CAROLINA LAW PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, INCLUDING PREGNANCY & CHILDBIRTH (FOR RELATED MEDICAL CONDITIONS), AGE, OR DISABILITY. PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.