



Job Description

Job Title: Business Office Assistant
FLSA Status: Student Employment/Part-Time
Grade: N/A
Department: Business Office
Reports to: Controller

Job Summary

Provide general office support to the Gillette College Business Office. This is an opportunity for students to learn new skills, gain experience and enhance their Gillette College student experience.

Essential Functions (*Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.*)

- Have a positive and friendly attitude in all situations.
- Ability to work as a team member & effectively interact with co-workers using a collaborative work style.
- Ability to multi-task with multiple projects.
- Good verbal and written communication skills.
- Must possess an exceptional eye for detail and excellent organizational skills.
- Ability to work with confidential and private information in an appropriate manner.
- Organizing, filing and other duties as assigned.

Minimum Qualifications (*Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.*)

- High school diploma or GED equivalent.
- Good Conduct and Academic Standing with the college.
- Gillette College Student currently enrolled.
- Cumulative GPA is 2.0 or greater.

Preferred Qualifications

- Previous work experience consistent with the position.

Knowledge of:

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.

Ability to:

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
- Multi-task with multiple projects.
- Work with confidential and private information in an appropriate manner.
- Possess an exceptional eye for detail.
- Have a positive and friendly attitude in all situations.

Skill in:

- Performing various duties, frequently changing from one task to another.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.
- Good verbal and written communication.
- Organization.
- Microsoft Office

Physical Demands *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Office setting.
- The ability to lift 25 pounds as needed.
- The ability to move safely in confined spaces.

How To Apply:

Gillette College application (found online at <https://gillettecollege.org/careers>) must be emailed to hrteam@gillettecollege.org or dropped off in the Human Resources office in Main 215.

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.