

Job Title: Clerk (PT)  
Position Number: 5ADSRSO-HNC-1  
Campus: Central and Levine Campus  
Department: Campus Administrative Services  
Job Description: Answering phone calls, reviewing phone log for faxes, messages and routing, customer service assistance, some cashiering, office filing and other administrative tasks as required.  
**Job period from January 2, 2007 to January 19, 2007**  
Requirements: High school graduate with at least 6 months working experience. Ability to communicate, basic computer skills, MS Word, Excel, good customer service and office skills. Experience in handling cash and background in Accounting or courses would be helpful. Attention to details, reliability and dependability required.  
Apply to: Interested candidates fax a part time application to;  
Jeff Hill – Central Campus at 704-330-4840  
Lewis Jeffries – Levine Campus at 704-330-4224