

Open Work-Study Positions

Position Title:	Student Engagement Assistant
Department:	Retention & Student Engagement
Job Level:	3
Pay Rate:	\$15.50 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Communication and writing skills • Microsoft Office Skills • Ability to learn about Student Support Services
Duties and Functions:	<ul style="list-style-type: none"> ▣ Assist the Retention & Student Engagement and Academic Advising office • Assist with student outreach (phone calls, SMS, and emails) appointments, student ID, filing, enrollment events. • Other duties as assigned
Additional Information:	This position is for ten hours per week for thirty-two weeks. Training will be provided.

