

## Open Work-Study Positions

<b>Position Title:</b>	Financial Aid Front Desk Assistant
<b>Department:</b>	Enrollment Services
<b>Job Level:</b>	3
<b>Pay Rate:</b>	\$15.50 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Must be detail-oriented and a quick learner.</li> <li>• Strong customer services skills are required.</li> <li>• Must be dependable and flexible with work schedule.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Basic office tasks such as answering phones and customer service.</li> <li>    Greeting students entering the office.</li> <li>• Assist students at the front counter with questions related to Work-Study, Scholarships, and Loans, and the FAFSA application</li> <li>    • Performs related duties as assigned.</li> </ul>
<b>Additional Information:</b>	This position is for ten hours a week. Must have availability mornings and mid shifts, must be able to work Fridays. Resumes are required.

<b>Position Title:</b>	Science Lab Assistant
<b>Department:</b>	Arts and Sciences
<b>Job Level:</b>	2
<b>Pay Rate:</b>	\$15.25 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Safe lab practices</li> <li>• Cleaning Glassware</li> <li>• Organizing Lab Materials</li> <li>• Assist Maintaining Lab rooms</li> <li>• Assist Preparing Materials</li> <li>• Assist taking Inventories</li> <li>• Unloading and Putting away materials/chemicals from Lab carts</li> <li>    after Labs</li> </ul>
<b>Duties and Functions:</b>	
<b>Additional Information:</b>	This position is for 10 hours a week

<b>Position Title:</b>	Literacy Assistant
<b>Department:</b>	ABC/ Literacy
<b>Job Level:</b>	2
<b>Pay Rate:</b>	\$15.25 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Basic office skills such as filing.</li> <li>• Ability to stand for long periods of time.</li> </ul>

<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Assist with data entry.</li> <li>• Assist in preparation for TABE/CASAS exams.</li> <li>• Assist in moving files and shredding paperwork.</li> <li>• Performs related duties as assigned.</li> <li>• This is a morning shift position.</li> </ul>
<b>Additional Information:</b>	This position is for eight hours a week. Supervisor requests resumes dropped off at the Adult Education Office (A-205). Must be able to work either the morning shift, any time from 9:00 a.m. to 12:00 p.m. Monday to Friday or the evening shift any time from 12: 00 p.m. to 5:00 p.m. Monday to Friday.

<b>Position Title:</b>	Athletic Trainer Assistant
<b>Department:</b>	Athletics
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Must be dependable with reliable transportation.</li> <li>• Strong customer services skills are required.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Set-up and breakdown for athletic events</li> <li>• Maintenance of equipment</li> <li>• Sanitation</li> <li>• Data input of athletic injuries</li> <li>• Other duties as assigned</li> </ul>
<b>Additional Information:</b>	This position is for ten hours a week. Must be willing to work afternoons/ evenings/ and weekends. Recommended hire will be subject to background check and drug test.

<b>Position Title:</b>	Office Clerk
<b>Department:</b>	Continuing Education
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00 per hour
<b>Skills and Aptitudes:</b>	<p>Ability to support the College's mission by demonstrating a(n):</p> <ul style="list-style-type: none"> <li>• Desire to aid in student and client satisfaction</li> <li>• Commitment to being detailed oriented</li> <li>• Eagerness to report to work with an energetic, "can do" disposition</li> <li>• Passion for providing high-quality customer service skills in efforts to attract and retain students and clients</li> <li>• Understanding of a fast-paced work environment and what is needed to successfully multi-task</li> <li>• Working knowledge of Microsoft Office, such as Word and Excel</li> </ul>

<b>Duties and Functions:</b>	<p>Serves as frontline personnel by:</p> <ul style="list-style-type: none"> <li>• Politely and professionally greeting all students, clients, faculty, and staff that enter the office</li> <li>• Politely and professionally answering phones and directing calls to the appropriate staff member or department           <ul style="list-style-type: none"> <li>• Providing students with assistance on course registration</li> </ul> </li> <li>• Conducting courtesy calls to students to provide course updates and/or gather necessary information</li> <li>• Assisting with general office tasks such as prepare student evaluations, folders, and other duties as assigned</li> </ul>
<b>Additional Information:</b>	This position is eight to ten hours per week