

Open Work-Study Positions

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

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

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

Duties and Functions:	<ul style="list-style-type: none"> • Assist with data entry. • Assist in preparation for TABE/CASAS exams. • Assist in moving files and shredding paperwork. <ul style="list-style-type: none"> • Performs related duties as assigned. • This is a morning shift position.
Additional Information:	<p>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.</p>

Position Title:	Athletic Trainer Assistant
Department:	Athletics
Job Level:	1
Pay Rate:	\$15.00
Skills and Aptitudes:	<ul style="list-style-type: none"> • Must be dependable with reliable transportation. • Strong customer services skills are required.
Duties and Functions:	<ul style="list-style-type: none"> •Set-up and breakdown for athletic events <ul style="list-style-type: none"> • Maintenance of equipment • Sanitation • Data input of althletic injuries •Other duites as assigned
Additional Information:	<p>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.</p>

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

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