

## 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. 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               <ul style="list-style-type: none"> <li>• Performs related duties as assigned.</li> </ul> </li> </ul>
<b>Additional Information:</b>	This position is for up to ten hours a week. 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> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <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 after Labs</li> </ul>
<b>Additional Information:</b>	This position is for up to 10 hours a week