

## Open Work-Study Positions

<b>Position Title:</b>	Retired and Senior Volunteer Program
<b>Department:</b>	R.S.V.P.
<b>Job Level:</b>	2
<b>Pay Rate:</b>	\$15.00 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• At least an intermediate proficiency level in working with a computer, including using the internet, sending e-mails, using social media, and software programs such as Microsoft Office Suite (Word, Excel, &amp; Publisher).</li> <li>• Work experience in an office setting performing general office duties such as answering phones, making copies, sending e-mails, making appointments, and documenting/monitoring tasks to completion.</li> <li>• Excellent interpersonal communication skills.</li> <li>• The ability to work independently and collaboratively in a team.</li> <li>• Be able to comfortably lift approximately 35 lbs.</li> <li>• Attention to detail.</li> <li>• Organizational management skills.</li> <li>• Ability to adapt to and learn new technologies.</li> <li>• Possess multitasking, organizational, and time management skills.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Perform general office support duties, including but not limited to welcoming visitors, answering/transferring telephone calls, making copies, filing, preparing mailings, referring individuals and inquiries to appropriate personnel, and disseminating department and institution information as necessary.</li> <li>• Complete routine word processing tasks such as preparing correspondence, meeting materials, typing meeting minutes, etc.</li> <li>• Collect documentation and paperwork from community partners. <ul style="list-style-type: none"> <li>• Assist with RSVP events, meetings, projects, and activities.</li> <li>• Assist with the quarterly newsletter.</li> </ul> </li> <li>• Performs other job-related duties as assigned by the supervisor.</li> </ul>
<b>Additional Information:</b>	<p>This position is for eight hours a week for 32 weeks.</p> <p>Daytime- Flexible</p>
<b>Position Title:</b>	Student Engagement Assistant
<b>Department:</b>	Retention & Student Engagement

<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>• Communication and writing skills</li> <li>• Microsoft Office Skills</li> <li>• Ability to learn about Student Support Services</li> </ul>
<b>Duties and Functions:</b>	<p>□</p> <ul style="list-style-type: none"> <li>• Assist the Retention &amp; Student Engagement and Academic Advising office</li> <li>• Assist with student outreach (phone calls, SMS, and emails) appointments, student ID, filing, enrollment events.</li> <li>• Other duties as assigned</li> </ul>
<b>Additional Information:</b>	This position is for ten hours per week for thirty-two weeks. Training will be provided.

<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 hours per week for thirty-two weeks

<b>Position Title:</b>	Financial Aid Front Desk Assistant
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<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 Student 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 mid shifts M-Th. Resumes are required.