

## Open Work-Study Positions

<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> </ul> <ul style="list-style-type: none"> <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>	Records Office Assistant
<b>Department:</b>	Enrollment Services
<b>Job Level:</b>	1
<b>Pay Rate:</b>	\$15.00 per hour
<b>Skills and Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Must have good communication and customer services skills. <ul style="list-style-type: none"> <li>• Word processing skills.</li> </ul> </li> <li>• Must have good listening skills.</li> </ul>
<b>Duties and Functions:</b>	<ul style="list-style-type: none"> <li>• Answer admission phones.</li> <li>• Take requests for curriculum and general information.</li> <li>• Other duties as assigned.</li> </ul>
<b>Additional Information:</b>	This position is for eight hours a week for thirty-three weeks.

<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 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.