

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 <ul style="list-style-type: none"> • Performs related duties as assigned.
Additional Information:	This position is for up to twenty five hours a week. 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 up to 10 hours a week

Position Title:	Athletic 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 athletic injuries • Other duties as assigned

Additional Information:	This position is for up to twenty five hours a week. Must be willing to work afternoons/ evenings/ and weekends. Recommended hire will be subject to background check and drug test.
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Position Title:	Records Office Assistant
Department:	Enrollment Services
Job Level:	1
Pay Rate:	\$15.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Must have good communication and customer services skills. • Word processing skills. • Must have good listening skills.
Duties and Functions:	<ul style="list-style-type: none"> • Answer admission phones. • Take requests for curriculum and general information. • Other duties as assigned.
Additional Information:	This position is for up to twenty five hours a week.

Position Title:	Cashier Office Assistant
Department:	Cashier's Office
Job Level:	1
Pay Rate:	\$15.00 per hour
Skills and Aptitudes:	<ul style="list-style-type: none"> • Some computer and cash register experience. •Excellent customer service skills.
Duties and Functions:	<ul style="list-style-type: none"> • Will support the daily functions of the cashier center (filing, typing, and processing payments). • Maintain an appropriate welcoming environment at the front desk and support office functions. • Performs related duties as assigned.
Additional Information:	This position is for up to twenty five hours a week. This position requires a background check before the start of work.

Position Title:	Payroll Office Clerk
Department:	Finance
Job Level:	1
Pay Rate:	\$15.00 per hour
Skills and Aptitudes:	Basic office procedure knowledge.
Duties and Functions:	<ul style="list-style-type: none"> • Assist with payroll filing. • Assist with W-2 filing. • Shredding of confidential documentation. • Performs related duties as assigned.
Additional Information:	This position is for up to twenty five hours per week for Mondays, Wednesdays and/or Fridays.