

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:	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. <ul style="list-style-type: none"> • 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.

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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Assisting with general office tasks such as prepare student evaluations and folders • Other duties as assigned
Additional Information:	<p>This position is for up to twenty-five hours per week.</p>