

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 ten 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 althletic injuries<ul style="list-style-type: none">•Other duites as assigned
Additional Information:	This position is for ten hours a week. Must be willing to work afternoons/ evenings/ and weekends. Recommended hire will be subject to background check and drug test.