

JOB DESCRIPTION

Source:	Federal Work Study
Department:	Student Affairs
Location:	Student Affairs
Job Number:	SW001 – SW002
Job Title:	Student Worker
Pay Rate:	\$6.55 / hour
Supervisor:	Diane Blum

Duties include:

- General secretarial responsibilities which include duplicating and typing, answering the phone, and filing.
- Signing people up for the GED/SAT.
- Making student ID's.
- Greeting and assisting students, staff, and campus visitors.
- Assisting in promoting student activities and campus events.

Requirements:

- Knowledge of computers and computer applications.
- Commitment to maintaining appropriate confidentiality.
- Good organizational and communication skills.
- Must have a 2.0 GPA or higher.