



## STUDENT EMPLOYMENT OPPORTUNITY

**Job Title:** Community Outreach Work Study

**Rate of Pay:** \$7.35

**Begin Date:** 08/22/2011

**End Date:** 05/11/2012

**Work Site:** Community Outreach Office, Bullhead City Campus

**Supervisor's Name:** Natalie Lemire

### List specific duties performed on a regular basis.

1. Answer phone
2. Filing
3. Keep facility use forms updated for events from Community Outreach
4. Working with registration to update files
5. Do HDO's and TSS tickets as needed

### List skills and qualifications needed.

1. Knowledge of Community Outreach courses
2. Excellent customer service
3. Computer knowledge of word and excel
4. Knowledge of policies and procedures
- 5.

### List things a supervisor would like a student employee to understand about working in this department.

This is a professional position. Appearance, attitude and customer service is a must. Being a teamplayer with other administration offices. Keeping yourself updated with changes to courses and facilitators.