



## STUDENT EMPLOYMENT OPPORTUNITY

<b>Job Title:</b>	Disability Services /Student Life Work Study
<b>Rate of Pay:</b>	\$7.95
<b>Begin Date:</b>	08/22/2011
<b>End Date:</b>	05/11/2012
<b>Work Site:</b>	Bullhead City Campus
<b>Supervisor's Name:</b>	Cathleen Stubblefield

### Specific duties performed on a regular basis:

1. Working with students, as a note taker, reader, typist etc.
2. Office person, typing letters, making flyers, filing
3. Moving chairs, boxes of materials, tours of campus, proctor exams
4. Setup/break down of events, moving chairs/tables/ evening and weekend work
5. Training students on software, tutoring, moving recycling materials

### Skills/Qualifications needed:

1. Must take an Oath of confidentiality, have passed college English 101 with an A
2. Microsoft Word, excel experience, be proficient in typing
3. Must be flexible with working hours, subject to change
4. Demonstrate understanding of students with special needs
5. Demonstrate good hygiene, professional reliability and the desire to assist students in a positive environment

### Things your supervisor would like a student employee to understand about working in this department:

Student will be held to higher standards and will be considered a role model. Student must be of good standing within the college and community. Student should express interest in Student Life activities, and a willingness to join such clubs. The student worker should have a good understanding and a willingness to learn about different disabilities. Student must understand this job will always be different from week to week as different activities and challenges arrive.