



STUDENT EMPLOYMENT OPPORTUNITY

Job Title:	Pre-College Studies Work Study
Rate of Pay:	\$7.95
Begin Date:	08/22/2011
End Date:	05/11/2012
Work Site:	Bullhead City Campus, Precollege Studies
Supervisor's Name:	Bill Simpson

Specific duties performed on a regular basis:

1. Answer phones and greet walk-in's with information about Precollege Studies opportunities
2. Keep dept files up to date and accurate
3. Assist with student registration, instructor preparation for classes
4. Assists instructors and staff with class test preparation and grading
5. Run class roster's, student registration information, track class attendance.
- 6.

Skills/Qualifications needed:

1. Ability to operate copier, printer, fax machine
2. Knowledge of Word and Excel a plus
3. Must safeguard confidential student files and personal data
4. Strong interpersonal skills a must
5. Must be able to multi-task and show initiative to complete assignments with accuracy
6. Strong Organizational skills a must

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

At times this is a fast paced environment with deadlines. Student Workers must be able to work under minimal supervision and be self-motivated to manage the dept. workload under sometimes high pressure situations. Ability to work Fri. may be required.

