



## STUDENT EMPLOYMENT OPPORTUNITY

|                           |                             |
|---------------------------|-----------------------------|
| <b>Job Title:</b>         | Student Services 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> | Todd Miller                 |

### Specific duties performed on a regular basis:

1. Greet and direct customers in a timely manner with one on one contact.
2. Walk students to appropriate areas for assistance with financial aid, academic advising, registration and assessment testing.
3. Give personal attention to student's and others as they enter the student services building, making direct and personal contact and answering questions.
4. May be assigned to any student services area as needed to support changes in traffic and volume per area.
- 5.

### Skills/Qualifications needed:

1. Friendly and outgoing personality.
2. Customer service orientation.
3. Knowledge of the college registration processes.
4. Ability to multitask; computer and general office skills; with clean professional attire.
5. Flexible, must be able to adapt to different job assignments.

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

Student services is about helping the student begin or continue their education to improve their quality of life. This position requires a person who has a priority about helping people. Someone truly committed to the belief that education is a service we give to improve an individual's quality of life, physically and mentally.

