



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Testing Work Study Aide

Rate of Pay: \$7.95

Begin Date: 08/22/2011

End Date: 05/11/2012

Work Site: Student Services Testing Center, Bullhead City Campus

Supervisor's Name: Melanie Wilson

List specific duties performed on a regular basis.

1. Provide customer service to staff, students, and the public.
2. Maintain student files, use the copy machine, and answering telephones.
3. Help to schedule testing appointments and or advisor appointments.
4. Proctor tests if needed.
5. Work in other areas of Student Services if needed.

List skills and qualifications needed.

1. Customer service skills.
2. Ability to use computer software.
3. Be able to file alphabetically.
4. Be able to follow directions.
- 5.

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

This position is highly visible and meets with customers throughout the day. Ability to multi-task and work flexible hours. Provide customer service and maintain confidential information. Ability to follow directions and follow testing procedures and policies.