



## STUDENT EMPLOYMENT OPPORTUNITY

|                           |                                       |
|---------------------------|---------------------------------------|
| <b>Job Title:</b>         | Pre College Studies 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>         | Lake Havasu City Campus, 928-505-3332 |
| <b>Supervisor's Name:</b> | Nancy Christopher                     |

### Specific duties performed on a regular basis:

1. Help with TABE assessment scoring.
2. Help prepare student files for instructors and the department.
3. Assemble classroom materials for instructors.
4. Answer telephone, make copies, and answer questions about the adult education classes and GED program.
5. Provide customer service to students, staff, and the public.

### Skills/Qualifications needed:

1. Computer skills: word processing, spreadsheets, email, Internet, and use of fax and copier.
2. Customer service skills (answering questions and telephone etiquette).
3. ABC filing, organizing files, creating files.
4. Ability to multi-task and work on a team.
5. Ability to speak Spanish is a plus but not required.

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

Students need to be flexible in working their hours with the departments scheduled operating hours. Students will need to become knowledgeable about pre-college studies department and the mission we perform for the college. They need to be customer service oriented at all times and able to work in a team environment.