



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Student Services Work Study Assistant

Rate of Pay: \$7.95

Begin Date: 08/22/2011

End Date: 05/11/2012

Work Site: Lake Havasu City Campus, Student Services

Supervisor's Name: Tim Keith

Specific duties performed on a regular basis:

1. Answer telephone and walk-in questions from students, prospective students, the general public and college staff.
2. Distribute academic information, i.e. catalogs, schedules, brochures, FA, and admissions applications, leisure studies and continuing education information, registration forms and information.
3. Provide assistance to Financial Aid applicants who file online and paper/pencil.
4. Assist students with completion of registration forms. Access class and print schedules for students, and class rosters for faculty.
5. Schedule appointments for Director, Career Counselor, Academic Advisor, and Test Center Coordinator.
6. Develop and maintain monthly student services calendar.
7. Assists with administration of COMPASS and other assessment tests and forwards copies to appropriate district staff.
8. Accept degree declarations, input into computerized advising list, and send copies for entry onto computer system.
9. Copy and assist with maintaining supplies and office forms i.e. program packets, testing guides, orientation folders, etc...
10. Create file folders and file appropriate documents as necessary.
11. Learn and correctly apply college policies and procedures.

Skills/Qualifications needed:

1. Communicate effectively in written and verbal form.
2. Understand and use documents in computer and paper form.
3. Provide information to students, prospective students, the general public and college staff.
4. Any required combination of education, training, and/or experience which demonstrates potential for success in performing the duties of this position.
5. Approved for Federal Financial Aid Work Study award.
6. Must be in good academic standing according to MCC standards.

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

1. Must maintain confidentiality of all student records.
2. Must meet attendance and punctuality standards.