



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Disability Services Work Study

Rate of Pay: \$7.95

Begin Date: 08/22/2011

End Date: 05/11/2012

Work Site: Neal Campus Kingman

Supervisor's Name: Campus Disability Services Supervisor

List specific duties performed on a regular basis.

1. Filing.
2. Data entry.
3. Phone calls.
4. Assist students with registration.
5. Assist disability students when needed.

List skills and qualifications needed.

1. Organizational skills.
2. Good communication skills.
3. High level of computer skills including Microsoft Office software.
4. Prompt and dependable.
5. Ability to adhere to confidentiality in handling student files and information.

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

Accuracy, attention to detail and flexibility are very important components of this position.