



STUDENT EMPLOYMENT OPPORTUNITY

Job Title:	Pre College Studies Work Study
Rate of Pay:	\$7.95
Begin Date:	08/22/2011
End Date:	05/11/2012
Work Site:	Neal Campus Kingman, 928-692-3040, ext. 1240
Supervisor's Name:	April Corder

Specific duties performed on a regular basis:

1. Administer, grade the TABE test and compile diagnostic objectives.
2. Prepare paperwork for state data input.
3. Phone and walk-in customer service (provide information).
4. Build and maintain student and teacher files.
5. Assemble classroom materials for instructors.

Skills/Qualifications needed:

1. Computer skills: Word, Excel, Email, Web, Jenzabar.
2. Knowledge of PCS program and use proper etiquette (phone/walk-ins).
3. Copy machine and PCS department info-production, fax.
4. ABC filing, organizing file system and labels.
5. Ability to multi-talk and work in a fast-paced deadline environment.

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

Student employee needs to be flexible with the PCS departments hours (8am - 7pm) of operation and available to work under deadlines or adjust for special class-times or orientations. Above all the student employee needs to be very knowledgeable of the PCS and GED program in order to inform and advise present and future students, plus be very polite and helpful at the same time.