



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Title III Tutoring Services Work Study

Rate of Pay: \$7.35

Begin Date: 08/22/11

End Date: 05/11/12

Work Site: Neal Campus Kingman, 928-681-5672

Supervisor's Name: Barbara Freitas

List specific duties performed on a regular basis.

1. Maintain regular office hours.
2. Greet students, faculty and staff.
3. Answer phones and take messages.
4. Give out general information about Title III tutoring services.
5. Responsible for signing-in and -out the Title III laptop computers and reference materials.
6. Maintain reference materials and make copies as needed.

List skills and qualifications needed.

1. Excellent customer service skills.
2. General clerical skills (answering phones, filing, Xeroxing)
3. Computer skills helpful (Word, Excel)
4. Must be reliable and prompt.
- 5.

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

This job provides general clerical support to Title III Tutoring Services in the Learning Assistance Center. A friendly, outgoing, helpful attitude and ability to accurately answer general questions about the services offered are required for this position. Applicants must also be able to work independently when the lead tutor is out of the office. Applicant must understand and maintain student record confidentiality.