



STUDENT EMPLOYMENT OPPORTUNITY

Job Title:	Student Services Front Office Support
Rate of Pay:	\$7.95
Begin Date:	08/22/2011
End Date:	05/11/2012
Work Site:	North Mohave Campus
Supervisor's Name:	Carolyn Hamblin

Specific duties performed on a regular basis:

1. Answer telephones.
2. Look up student information in Jenzabar.
3. Assist students with the registration process.
4. Filing.
5. "Rack wrangling". Keeping MCC racks filled with marketing materials.
6. Assist with mass mailings.
7. Upkeep of bulletin boards.
8. Assist in set up and take down of events.
9. Other duties as assigned.

Skills/Qualifications needed:

1. Excellent customer service skills.
2. Basic computer skills: Microsoft Office and have the ability to learn how to look up information in Jenzabar.
3. Flexibility: willingness to work on whatever project is the highest priority at the time.
4. Telephone skills.
5. Ability to take direction and work as part of a team.
6. Ability to be self-directed.

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

The North Mohave Campus is a small campus that recreates most programs available on the other campuses. Because of this our few staff members have many demands placed upon them. We must each be willing to go outside of our job descriptions at times in order to make our campus run smoothly. Teamwork and customer service are two of our most important values. The student who is employed in this position must be willing to do whatever work is needed to provide the services that most benefit our students and our college.