

Federal Work Study Program Job Description

Job Title	Student Worker	Job Classification	Office Assistant	
Department	Student Engagement	Employer	Main Campus 7932 Opossumtown Pike F	
Team	Learning Support	Office Location	H101	
Phone		Room Number	H101	Rate of Pay \$11.50
Supervisor	Kristi Mills	Supervisor (other) email		
Employment Beginning	Employment Ending			
Summer 2019 (July 1- Aug)	Summer 2020 (May-June 30)			

Department Job Descriptions are approved on a yearly basis (July 1, 2019– June 30, 2020) and should reflect the needs of the Department for the upcoming year. Individual student work agreements are written on a semester by semester basis.

Purpose/Role within the Organization

To assist with co-curricular student activities and services by providing support for all aspects of the student life program.

Job Duties & Responsibilities

- 1 Welcome visitors to the Center for Student Engagement (CSE) by assisting them as needed.
- 2 Answer phone calls for CSE staff.
- 3 Take mail to mailroom and check office members' mailboxes for mail.
- 4 Distribute tickets for community events to students, faculty, and staff as need.
- 5 Update and maintain events calendar on CSE social media pages.
- 6 Data entry as needed.
- 7 Maintain all bulletin boards on campus by approving fliers/posters from outside agencies, posting new fliers/posters, taking down old fliers/posters, and keeping boards neat.
- 8 Copying, faxing, as needed.
- 9 Assist with mailings (stuffing & labeling envelopes) as needed.
- 10 Other duties as assigned.

Preferred Skills & Qualifications

1. Student must have need as determined by the financial aid process.
2. Must be reliable and able to work independently.
3. Must work well with public.
4. Must be able to handle multiple tasks.
5. Must be able to work with constant interruptions.
6. Must have basic computer skills.
7. ~~Student must have financial need based on the FAFSA~~
8. Must be able to maintain confidentiality.

Evaluation Procedure & Schedules 30 Day Student Worker evaluations are recommended but not required.

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3. Must work well with public.
4. Must be able to handle multiple tasks.
5. Must be able to work with constant interruptions.
6. Must have basic computer skills.
7. Must have a working knowledge of Microsoft Office.
8. Must be able to maintain confidentiality.