

Job title:	<i>Student Services Assistant</i>
Classification of Position:	<i>Federal Work Study, part-time, temporary</i>
Reports to:	<i>Student Services Associate</i>
Employment Dates:	<i>Fall 2022/Spring 2023</i>
Pay Rate:	<i>\$10.00 per hour</i>

Job purpose

- The purpose of the Student Services department is to assist students in making informed decisions about their educational pathways and to connect students with the tools they need to be successful at SCC. Student Services is responsible for assisting students with the admissions process and getting records and registration in order prior to enrollment. The department also provides academic advising and career counseling assistance. Due to the nature of the department and peak enrollment times, the Student Services Assistant will provide support to the department members in the completion of daily tasks to ensure accurate and timely access to information.

Duties and responsibilities

- Responsible for daily filing and scanning of documents.
- Make copies as needed or requested by staff.
- Operates shredding machine to destroy confidential documents as required.
- Greet students and visitors in a warm, friendly manner and assist as requested/needed.
- Answer phone and route calls appropriately.
- Assist with the preparation of department mailings.
- Run errands and make deliveries and pick-ups in other departments as needed.
- Restock work areas with supplies as needed.
- Other duties as assigned by Supervisor.

Qualifications

- Student must be eligible for the Federal Work Study program as determined through the Free Application for Federal Student Aid (or FAFSA).
- Student must be enrolled in at least half-time (6 credit hours) during the semester of employment.
- Student must maintain satisfactory academic progress (SAP) which is at minimum a 67% completion rate and 2.0 grade point average (GPA)
- Must be honest and dependable and able to hold in confidence all information that student may come in contact with.
- Prefer good customer service skills.
- Office experience is preferred.

Working conditions

The Student Services office is located in the Administrative (A) Building, RM-100, and is open daily between the hours of 8am-5pm (M-Th) and 8am-3pm on Fridays. Work hours will be within this time period.

Physical requirements

Federal Work Study student may be required to sit or stand for brief to extended periods of time. May require lifting at times so student would need to be able to lift and move up to 20 pounds.

Evaluation Procedures and Schedule

Federal Work Study student should be evaluated by their Supervisor prior to the end of each semester of employment.

Federal Work Study Student Name

Federal Work Study Student Signature

Date

Supervisor Name

Supervisor Signature

Date

Approved by:	
Date approved:	
Reviewed:	