

# Child Development Lab Assistant – Child Development Center

**Work Study Job Type:**

Lab Assistant

**Reports to:**

Dianne Dudley

**Duties and Tasks:**

Overall duties and responsibilities include, but are not limited to, the following:

Filing

Assist in preparing packets for enrollment typing

Receptionist, includes assisting students and answering phones

Inventory and Supplies

Assist in a classroom environment

Assist in with library maintenance to catalog/file books in correct theme order.

**Required Skills/Experience:**

Microsoft Office Programs, including Word

Maintain Confidentiality of all information

**Additional Requirements:**

Ability to lift up to 30lbs.

**Eligibility Specific Requirements:**

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.