

Student Services – ID Section Office Assistant – Student Services

Work Study Job Type:

Office Assistant

Reports to:

Coordinator, Student Support Center, Student Services

Duties and Tasks:

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

Create ID cards for students, faculty, and staff

Answer basic question regarding the college and registration

Restock shelves with brochures and ensure that adequate supplies are available

Required Skills/Experience:

None

Additional Requirements:

Must be able to lift 50lbs

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.