

Academic Success Center Assistant

Posting Date: 8/13/2024

Classification: Work-study

Description: Primary responsibilities include but are not limited to:

- Assist with answering the phone, filing, scanning, and other office work as needed;
- Assist students in check out and check in of lap-top rentals;
- Assist students in setting up appointments with Success Center staff; and
- Assist Success Center Staff as needed
- May assist with minimal tutoring

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements for Financial Aid. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with students, staff and faculty.

Pay Rate: \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Alex Lynn 575-492-2733.