

Academic Success Center Assistant

Posting Date: 08/3/2026

Classification: Work-study

Description: Primary responsibilities include but are not limited to: Greeting visitors and directing them to the appropriate person/area. Assist with answering the phone, filing, scanning, and other office work as needed. Assist students with checking in for tutoring appointments. Assist students in setting up appointments with Success Center staff. Assist with VR headset management. Assist Success Center Staff as needed. May assist with minimal tutoring. Bilingual a plus.

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.