

## **Academic Success Center Assistant – Spring 2026**

**Posting Date:** 05/26/2026

**Classification:** Work-study – 1 Position

**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

**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.