Student Support Services - SSS Computer Lab Assistant

Posting Date: 8/9/2023

Classification: Work-study

Description: Primary responsibilities shall be, but are not limited to the following:

- Monitor SSS lab and assist SSS students with any issues.
- Assist students in check out of supplies
- Student worker will also work hand in hand with tutors in the lab to let them know their client is present for his/her appointment should tutor be occupied.
- Assist SSS administrative assistant, SSS director or advisors with other office work as needed such as filing and scanning files.
- Inform SSS tutors of pending appointments with students.

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. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with SSS students and staff.

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 Adam Guillen, Director of SSS, at 575-492-2617.

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