WORK STUDY AND STUDENT EMPLOYMENT JOB DESCRIPTION

JOB TITLE: Student Services Assistant  
HOURLY PAY RATE: Based on the number of years a student has participated in the FWS or CWS Program

The standard pay rate is $12 for the first year working on campus, and one dollar additional per hour thereafter. If you are requesting a different pay rate, please explain why:

DESCRIPTION/DUTIES/SKILLS

Assist the Associate Dean of Student Services and Administrative Assistant on projects including research, event planning and mailings to incoming class. Other duties as assigned.

QUALIFICATIONS AND/OR SKILLS REQUIRED

Good interpersonal skills
Good word processing skills
Good research skills

DEPARTMENT: Student Services  
ACADEMIC PERIOD: 2017-2018

NUMBER OF STUDENTS NEEDED: 2-3

TERMS EMPLOYMENT IS NEEDED: Fall and Spring

DAYS AND HOURS: Flexible

COMMENTS: Selection of students is made by Barbara McGinley. If you are interested, e-mail Barbara McGinley at mcginleyb@neco.edu

SUPERVISOR: Barbara McGinley
BUDGET HEAD: Barbara McGinley

ACCOUNT NUMBER: 5004
NOTE: FWS ELIGIBLE STUDENTS HAVE PRIORITY FOR ALL POSITIONS