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

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  2018-2019

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