Student Employment
Position Description
Student Affairs Office

Rate of Pay: $14.00/hour

Location: Student Affairs/Front Desk

 Supervisor: Gina Zorotovich

Hours: Up to sixteen (16) hours per week.
Required days: Mondays 3:30pm-6:00pm and Fridays 3:30pm-4:30pm; remaining hours must be between 3:30pm-6:00pm.

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Answering main line phone, filing, making copies, prepare mailings, admission packet preparation, assisting new and prospective students with questions, and miscellaneous office duties as assigned. This position will also schedule student appointments for Student Affairs and Student Success staff members.

Required Skills / Job Qualifications: Excellent communication skills on the phone and in person, ability to work with a diverse population, business-professional mindset, knowledge of Microsoft Office suite, ability to follow directions and work with a team as well as independently.

Learning Objectives:

• Student employee will learn to provide excellent customer service.
• Student employee will learn to manage time while working on multiple projects.
• Student employee will learn how to direct students and guests to appropriate staff for assistance.

If you are interested in this position, please email the following items to Gina Zorotovich at: gina.zorotovich@ed with “Student Employment” in the subject line.

• Hours and days you are available to work
• Contact information and best way to reach you
• Previous work experience

Position runs August—May, with the possibility to work over winter break.