

## **Solution Center Student Worker**

This is a part-time student worker position in the Solution Center reporting to the campus Information Specialists and Event Planner. The student worker will work closely with diverse office staff and students. Typical hours will vary weekly between 8am-4:30pm Monday-Friday, with occasional evening hours. Starting pay is \$8.50 per hour.

### **Position Duties**

Duties may vary day-to-day and week-to-week. The following is a summary of the expected general responsibilities, but other duties may be assigned at the discretion and need of Solution Center staff.

#### **General Office Support**

- Assist students, faculty/staff, and community members in person and over the phone
- Answer questions regarding admissions, financial aid, academic advising, accessibility needs, registration, transferring, and minor technical issues (i.e. email and PRISM access) and be able to refer students to relevant resources
- Schedule appointments for office staff
- Assist with day-to-day operational needs including inventory and general organization
- Assist office staff with various projects as needed
- Participate in ongoing training throughout the year
- Utilize relevant software to accomplish position responsibilities

#### **Event Support**

- Assist with Advising & Registration and Placement Testing events, including setup and takedown
- Provide tours of campus to prospective students
- Proctor and/or hand-score placement tests when necessary

#### **Relevant Skills**

- Written and oral communication
- General customer service
- Ability to work independently under general supervision
- Decision-making and problem-solving
- Understanding of, and ability to follow, relevant rules, laws, and regulations
- Organization and attention to detail
- Ability to work with confidential information

Students must be currently enrolled and in good standing and must have work study to be eligible.