



**Position:** Enrollment Student Worker

**Department:** Enrollment Center / Admissions

**Immediate Supervisor:** Amanda Mitchell

Hours required of this position per week: 20

**Purpose of Position:** to assist with the reception and clerical and office duties of the Enrollment Center / Admissions office.

**Skills required and Responsibilities:**

- Confidentiality is very important in this position
- Various clerical responsibilities such as typing, mailings, filing, processing written requests, some data entry, and scheduling appointments
- Various other office duties that are performed are: college tours and general student (customer) service
- Other duties as assigned

*Student workers are monitored and given feedback on an ongoing basis. Student worker schedules are based on departmental needs and student class schedules.*

**Applications for this position should be submitted to Kathie Allen in the Financial Aid Department located in RE 1200.**