



## **Student Work Study Employment Job Posting**

Department: **Enrollment Center / Admissions**

Immediate Supervisor:

Hours required of this position per week:   20  

### **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 Work Study Employment offers students the opportunity to work while attending courses at Lewis and Clark Community College.

Applications for this position should be submitted to Kathie Allen in the Financial Aid Department located in BA 2450.