

Student Work Study Job Posting

LC Department: Financial Aid

On-campus Supervisor/Contact: Angela Weaver, Financial Aid Director

Off-Campus Site: YWCA-Southwestern Illinois

Off-campus Supervisor: Dorothy Hummel, Executive Director

Hours per week: up to 20 (Contingent upon organization's needs and student's eligibility)

ESSENTIAL DUTIES:

- Provides administrative support for the YWCA including programs support
- Assists YWCA Admin team with social media efforts (FB and Insta) including reels, stories, posts
- Assists YWCA with capital improvement projects (YWCA floor plans with exits notated, building inventory, reviewing arch drawings and assisting with providing data to architect, developing package for funding requests)
- Assists YWCA with shopping, and errands
- Assists YWCA with solicitations for Annual Trivia night and other fund raising events

SKILLS AND KNOWLEDGE REQUIREMENTS:

- Customer service skills
- Ability to work well with others
- Attention to details
- Well-developed interpersonal skills
- Administrative skills
- Ability to communicate effectively with diverse audiences

Student Work Study Employment offers students the opportunity to work while a student at Lewis and Clark Community College.

Applications for this position should be submitted electronically or in person to Kathie Allen in Financial Aid located in Reid 1201. <https://www.lc.edu/pay-for-college/financial-aid/types-of-aid/work-study.html>