



Job Description

Job Title: Student Success Center Student Employee

Reports To: Ashlee Patricelli and Leanne Loya

Summary:

The Student Success Center offers resources and services for use by students, staff, faculty, and the community. These programs and opportunities include: Career Services, Disability Support Services, Single Parent Program, advertising campus work-study jobs, the proctoring of Tailwind Placement and HiSET Exams, academic planning, retention/support services, and over-all student support. The position of SSC work-study will have a variety of tasks and responsibilities that help support the functions of the office.

The Student Success Center Student Employee requires a level of integrity, professionalism, and confidentiality that will match our Mission Statement.

Responsibilities:

- Answer phones, take messages, make appointment reminder calls
- Utilize the Google Calendar to read, create, document, and manage appointments effectively
- Data collection and entry into spreadsheets and forms, mostly via Excel, Google Sheets and Docs
- Direct students and others around campus to utilize resources making successful connections for help: Math Learning Center, Wellness Center, Academic testing Center, Adult Learning Center, Writing Lab, Library, etc.
- Familiarity in programs and services that the Student Success Center offers
- Make copies and filing
- Run errands on campus
- Ensuring positive interactions with faculty and staff, leading to cohesive relationships
- Cleaning and organizing as needed
- Popcorn on Fridays; making batches and cleaning up

Minimum Qualifications:

Trustworthiness

Basic knowledge of Windows 7 and 10

Capable of saving and organizing online files

Understanding of proper phone etiquette

Excellent interpersonal and customer service skills

Ability to communicate effectively

Dependable; able to balance life/school/work

How to Apply:

1. Have a current resume to turn in with application and availability sheet

(For help building a resume visit the Student Success Center or the Writing Center)

2. Complete the included application and availability sheet
3. Upon completion of the application, availability sheet, and resume submit to Ashlee Patricelli either in person at the Student Success Center or via email at ashlee.patricelli@caspercollege.edu



Student Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Student Number _____

Position Applied for: _____

Your Qualifications: _____

***Must be a degree seeking student enrolled in a minimum of 6 credit hours with no less than a 2.0 GPA**

High School: _____ City & State: _____

From: _____ To: _____

College: _____ City & State: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ City & State: _____

From: _____ To: _____

References

Please list one professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____