

Department: Student Programs (formerly the Initiatives)	Position Title: Work Study for the Center for Learning Through Service
Supervisor: Trevor Mahlum	Phone Extension: 268-2226
Beginning Date: ASAP	Ending Date: Spring semester 2019
Average Hours Per Week: up to 19	
Positions Available: Work Study	Hourly Wage: \$8

Characteristics, Duties and Responsibilities:

- Assist Director of Learning Through Service with scanning and linking as well as other general duties to include copying, faxing, and managing and filing of records.
- Assist with Data Cleanup
- General Data Entry
- Prepare Enrollment Services mailings, packets and other correspondence
- Other duties, as assigned

Job Specifications, Skills, Qualifications, and Knowledge:

- Basic knowledge of Microsoft Office and Gmail as well as basic computer skills
- Understanding of FERPA and ability to follow requirements
- Excellent communication skills, both written and verbal
- Prioritize and complete tasks in a timely manner
- Ability to follow directions, both written and verbal
- Attention to detail
- Ability to work well on your own or with others as a part of a collaborative team

Additional Requirements:

- Good Conduct and Academic Standing with Casper College
- Current Casper College student enrolled in at least 6 eligible credit hours
- Cumulative GPA of 2.0 or higher

Working Conditions / Physical Requirements:

- General work office environment, some lifting required