



Job Title: Enrollment Services Assistant

Department/Office: Enrollment Services

Hours: Up to 19 hours a week

Pay: \$ 10.00

Requirements:

- Have basic knowledge of Enrollment Services and the departments within; Admissions, Financial Aid, and Records
- 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 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
- General work office environment, some lifting required

Duties Include:

- Assist Enrollment Services Specialists 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

How to Apply:

Complete student application and return to Enrollment Services, Gateway third floor

Contact:

Shelby Garner

shelbygarner@caspercollege.edu

307-268-2205



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: _____

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