

Adams State College Academic Advising Center Work Study Position

Work Study Job Title: Student Assistant

Job Description: Are you looking for a work-study position that will give you real office experience that many employers seek when looking at college graduates? The Academic Advising Center is looking for a reliable work-study student with an outstanding work ethic and the desire to learn new skills. This student must be able to begin work immediately beginning Fall 2009. Major duties will include assisting students with scheduling and registration, filing and general office duties.

Requirements:

- Must agree to abide by FERPA regulations
- Must be able to maintain a professional appearance and exceptional hygiene
- Selected candidate must read and sign the AAC Employee Handbook
- Must complete an interview process
- A resume and letters of reference are helpful and appreciated
- Must be able to answer telephones, schedule appointments, proofread materials, sort mail, perform basic filing, and greet customers
- Must have excellent organizational skills and be familiar with Microsoft Word and Excel programs.

Not required but preference will be given to:

- Upper-classmen (who demonstrate the ability to assist students with class scheduling)
- Students who have previous Banner experience

Contact Person: Debbie Owen
719-587-7899 (please leave message if not answered)
debbieowen@adams.edu