

Adams State College
One Stop Student Services Center

Work Study Job Description

Work Study Job Title: Student Service Specialist

Job Description: Must be able to answer phones and greet visitors, correctly file documents as needed, along with other one stop services. Student MUST be technologically proficient.

To Apply: Please submit a cover letter, resume, and your fall schedule indicating your work availability by August 31st. We will review applications the first week of September and will notify students who were selected for callbacks by September 9th.

Department: One Stop Student Service Center

Contact Person: Daisy Valdez

Address: One Stop Student Service Center

Phone: 719-587-7461