

**Adams State College
Office of Admissions Welcome Center**

Work Study Job Description

Work Study Job Title: Student Assistant

Job Description: Looking for a friendly, energetic person! Must be able to greet prospective students and families, answer phones, schedule campus tours, assist admissions counselors, and give campus tours when needed, other duties as assigned. Must have excellent organization skills, and be knowledgeable about ASC.

Department: Welcome Center/ Office of Admissions

Contact Person: Matt Adams
Address: Student Union Building
Phone: 587.7803