

Name of Position: Education Office Assistant

5 hours per week
\$10 per hour

Supervisor: LeAnn Smith/Kelly Strampe

Department: Education

Job Description: Work-study students provide essential administrative and technology support, collaborating with faculty on curriculum development. This helps aid in the retention and recruitment of students. These roles enable students to gain valuable experience while contributing to the college's operations and toward our meeting our goals set by administration.

Specific Job Skills/Experience Required:

- Strong communication skills for interacting with faculty, students and stakeholders
- Effective organization abilities for managing administrative tasks and deadlines including with our LMS
- Proficiency with basic technology tools and software
- Ability to work effectively in a team environment
- Flexibility to adjust to changing priorities and tasks
- Confidentiality
- Complete FAFSA