

## **JOB ANALYSIS CSC WORK STUDY PROGRAM**

Department: Student Services - Recruiting  
Job Title: Student Worker  
Supervisor: Mollye Craterfield

### **Specific Experience and Skills Required:**

Data entry  
Campus tours with prospective students  
Assist with planning activities  
Answering phone calls  
Copying, scanning and computer work

### **Licenses or Training Required:**

None

### **Hours Needed to Work:**

Up to 20 hours per week

### **Description of Job Duties:**

Data entry, campus tours with prospective students, assist with planning activities, answering phone calls, copying, scanning and computer work