

**JOB ANALYSIS
CSC WORK STUDY PROGRAM**

Date: July 1, 2016
Department: Student Services - Recruiting
Job Title: Student Worker
Supervisor: Mollye Craterfield
Extension number: 5230

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