

**JOB ANALYSIS
CSC WORK STUDY PROGRAM**

Date: July 1, 2013
Department: TRIO Student Support Services
Job Title: Student Worker
Supervisor: Autumn Scott
Extension: 5422

Specific Experience and Skills Required:

Friendly, good communication skills both over the phone and in person, ability to type, working knowledge of computer systems and software to include word processing and ability to complete basic office tasks.

Licenses or Training Required:

N/A

Hours Needed to Work:

Office is open Monday through Friday 8:00 am – 5:00 pm, may vary within these hours.

Description of Job Duties:

General clerical and receptionist tasks that support the SSS program, serve as the initial point of contact for students and staff making inquiries about the SSS program, answer phone calls, make appointments for students, provide assistance to students who visit the Student Success Center, contact students for rescheduling appointments and follow up from missed appointments, prepare mass mailings, monitor equipment lending program, provide computer assistance to students and other duties as assigned. Prefer to hire a TRIO student.