POSITION NUMBER: CS00005

JOB TITLE: CWS- Student Assistant I

DEPARTMENT: Business & Industry

CAMPUS: LSC-Creekside

PAY: $8.65 per hr.

HOURS: 10 per/wk.

POSITION SUMMARY

This position will monitor and assist students in the ESOL Language Lab. Will be required to track the usage of the lab and any equipment required. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Provide general information related to the department
2. Record maintenance, preparation and review of forms, data entry
3. Provide handouts and/or forms to customers
4. Maintain inventory
5. Set up learning environment (such as labs, classrooms, etc.)
6. Check out equipment
7. Prepare reports
8. Collect and record data
9. Provide limited technology support to end users

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Ability to multi-task

USE OF EQUIPMENT AND MACHINERY

- Use computer for word processing