



Job Description

Job Title	Student Worker, Part-Time
Reports To	Student Services Officer
Pay	Hourly

Job purpose

Working under general supervision, the Student Worker will provide general office support that includes and is not limited to: Greeting visitors; general typing, copying, filing, scanning, as well as organizing and sorting documents, data, and files. The SA will update and/or maintain spreadsheets/data applications, run reports, assist with researching questions; answer telephones and assist callers; process incoming and outgoing mail; assist with calendar scheduling and meeting arrangements; and assist with special projects and events.

Duties and responsibilities

1. Files and records management of non-confidential data (digital and manual files)
2. Assist with front office duties and organizing/rearranging work stations accordingly
3. Responsible for deliveries (receiving and packaging)
4. Create fliers for Administrative review for events and activities
5. Answer and screen telephone calls in the absence of Administrative personnel
6. Assist to create and organize CINC Peer Mentorship program
7. Assist to create and organize CINC Student Clubs
8. Available to work weekends for special CINC events
9. Other duties as assigned.

Knowledge and skills

KNOWLEDGE AND ABILITIES

- Strong academic skills
- Excellent oral and written communications skills
- Strong organizational skills
- Professional appearance, attitude, and demeanor
- Respectful to diversity in academic, socioeconomic, cultural, physically challenged, ethnic backgrounds of Tribal and non-Tribal communities

- Knowledge of Microsoft Office – specifically Excel, Word and Powerpoint
- Ability to communicate clearly with others
- Familiarity with postsecondary educational structures with the knowledge of teaching and learning theories

*This document is for reference only and may not be inclusive of all duties of each position. Always consult your supervisor to provide clarification on duties that are in question.

Minimum Qualifications

EDUCATION AND EXPERIENCE

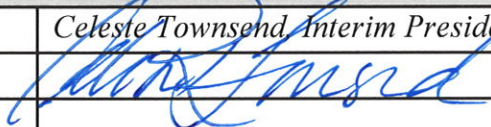
- Minimum qualifications are 12 semester units and must be currently enrolled **with CINC** and in good standing with a GPA of 3.2 or above.
- Must have excellent customer service skills with the ability to follow instructions to complete assignments on time. Must have the ability to work independently under prescribed guidelines and in coordination with others. Must give attention to detail and be experience with Microsoft Office and/or similar applications. Typing skills or prior office experience preferred.

WORKING CONDITIONS

Busy office environment. Driving a vehicle to conduct work as necessary.

We are an Equal Opportunity/Affirmative Action Employer; the College maintains a policy which prohibits the discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protected characteristics. If you need special accommodation for the application process, please contact Human Resources.

Approval

Reviewed:	<i>Celeste Townsend Interim President</i>	Date:
Approved:		Date: <i>8-29-19</i>
Signature to Accept:		Date: