

STUDENT JOB DESCRIPTION

JOB TITLE: General Clerical - PSEO

WORK AREA: Student Services – Advising/Counseling Center

AREA HOURS: 10-20 hours per week

JOB RESPONSIBILITIES, DUTIES AND PERFORMANCE EXPECTATIONS/CONDUCT:

Student would work in the Advising/Counseling Center helping to do general clerical work, filing, duplicating materials, as well as assist to facilitate the PSEO program which currently consists of 400+ students per semester. Specific Duties:

1. Become informed about PSEO and the new college student process
2. Assist in providing information to students regarding PSEO and steps to becoming a Yellow Jacket
3. Assist in preparing and compiling necessary forms
4. Assist in tracking, collecting, compiling, returning textbooks used in the program
5. Data entry including typing of lists, mailing labels and excel spread sheets
6. Alphabetize and file records, forms, etc.
7. Assist in other duties assigned

General Requirements:

1. Confidentiality is a must!
2. Must be courteous, pleasant, prompt, and reliable
3. Must have some keyboarding experience
4. Must have a positive and effective working relationship
5. Must be well organized
6. Some computer knowledge beneficial, but not necessary (will train)
7. Attention to detail a must!
8. Keep up with entering work hours in eTime after each shift.

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

NUMBER OF STUDENT'S NEEDED:

2 Academic Year

Summer (June-August)

TYPICAL WORK HOURS:

X Daytime ☐ Evening ☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Brooke Kosok or Dale Amy
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