

JOB TITLE: Veteran Resource Center Attendant**WORK AREA:** Student Life**AREA HOURS:** 40 hours per week (Academic year)**PREFERRED HOURS OF AVAILABILITY:** 8:00am – 4:30pm Monday -Friday

This job description highlights the general responsibilities, qualifications, required dates of availability, compensation, application process, and intended learning outcomes for student staff. The Department of Student Life is searching for friendly and welcoming students to join our team as Veteran Resource Center Attendants. The primary role of this position is to welcome students and help contribute to the mission of the resource/space.

DUTIES AND RESPONSIBILITIES:

- Welcome returning students and sign them into the space.
- Share about the Veteran Resource Center and Armed Forces and Veterans Club to students new to the space.
- Address any inappropriate use of the space and/or get a Student Life Staff Member to help address inappropriate use of the space.
- Maintain the cleanliness of the space as needed (wiping down tables, recycling papers, vacuuming) to ensure the space is clean and welcoming.
- Occasionally table in the Main Campus Cafeteria and Heintz Center Cafeteria to raise awareness of and promote the Veteran Resource Center.
- Assistant with Student Life initiatives when requested (i.e., Hive Supply deliveries & event set up).
- Perform other duties as assigned

KNOWLEDGE, SKILLS, ABILITIES AND OTHER QUALIFICATIONS:

- Excellent verbal and written communication skills
- Ability to work independently and take initiative
- Ability to lift up to 50 pounds
- Cumulative GPA of 2.0 or higher
- Be free of violations - RCTC Student Code of Conduct & Academic Dishonesty

Will this position require any driving of RCTCs State owned vehicles or a personal vehicle?

☐ Yes ☒ No

NUMBER OF STUDENT'S NEEDED: Academic Year 3 positions available.

TYPICAL WORK HOURS: ☒ 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:
(Please Print)

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