

STUDENT LIFE

POSITION: Student Life Work Study
DIVISION: Student Services
DEPARTMENT: Student Activities
BUILDING: Life Center
CAMPUS: Main Campus

FWS SUPERVISOR:
DIRECTOR:
VICE PRESIDENT:
PHONE NUMBER:

HOURS per WEEK: 19

HOURS PREFERRED:

JOB DUTIES:

- Supervise and monitor the use of the activities area (2nd floor of the Student Center)
- Maintain an office presence by checking out various types of recreational equipment
- Assist the Director of Student Programs and Activities as needed
- Help with the daily or nightly activities program, recreational sports program or other programs (these activities may require weekend hours)
- Operate and maintain the college ID card system
- Collect hourly participation data & record it properly, monthly totals will be tabulated & presented
- Keep clear & open lines of communication between fellow co-workers & Director
- Attend all staff meetings
- Must be knowledgeable of all student program & activity events
- Must be willing to encourage students to participate
- Must be friendly and have a desire to help others
- Assume any additional responsibilities as assigned by the Director

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-skills, detail oriented, telephone demeanor, excellent communication skills, professional

SPECIAL NEEDS: May be asked to adjust their weekly work schedule if an emergency or staff vacancy should occur

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the work schedule is constructed in conjunction with student's schedule and the hours of operation responsible for notifying their supervisors when they expect to be late or absent.

Gregg Miles
Gregg Miles
Regina Organ

903.463.8693

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