

## STUDENT LIFE

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

**FWS SUPERVISOR:**  
**DIRECTOR:** Greg Miles  
**VICE PRESIDENT:** Marc Payne  
**PHONE NUMBER:** 903.463.8693

**HOURS per WEEK:** 20  
(20hr MAX)

**HOURS PREFERRED:** Flexible

**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 open gym 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 willin 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-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

**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 director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.