



**Position Title:** Part-Time USDA Student Liaison

**Job Code:** 8300

**Reports To:** Liaison Officer

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time USDA Student Liaison provides information and clerical support to students on Federal Internships and other career opportunities in public service.

**Duties & Responsibilities:**

- Assists with the maintenance of several databases of Federal Employees, Community Leaders, Students, faculty, and college administrators
- Updates the office filing system
- Disseminates information (email, fax or regular mail) on opportunities and programs available to Hispanic Serving Institutions (HIS) in the local region and with the Federal government
- Provides office support
- Assists the Liaison Officer in increasing awareness of student internships and other federal employment opportunities
- Assists the Liaison Officer in organizing one major event per term to increase awareness of the campus community regarding career opportunities and other Federal Agencies
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- High School diploma and currently enrolled in a degree seeking program at MDC with no less than six (6) credit hours per semester.
- 3.0 GPA prior to applying and if selected, maintain satisfactory academic performance during participation in this program.
- Proficient in Microsoft Office
- Experience in clerical work
- Must be able to communicate effectively

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name