



**Position Title:** Part-Time Student Services Assistant I

**Job Code:** 8378

**Reports To:** Director

**Grade:** W4

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Student Services I provides instructional, technical, and operational support to students for the student service department.

**Duties & Responsibilities:**

- Assists students with coordination and operation of the department
- Develops/facilitates training learning or workshops for department
- Serves as a liaison with other student services departments
- Develops and implements activities
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- One (1) year of college and one (1) year work related experience or any combination of education and experience
- Excellent oral & written communication as well as computer skills

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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