



Position Title: Part-Time Student Services Assistant II

Job Code: 8379

Reports To: Director

Grade: W6

FLSA: Non-Exempt

Job Description:

The Part-Time Student Services Assistant II is responsible for assisting in the day-to-day delivery of services to program students. This individual monitors budget and record keeping, office management and a variety of administrative duties.

Duties & Responsibilities:

- Assists in the analysis of financial need
- Assists in the advisement process by helping students to become familiar with course and academic program requirements
- Completes proposed schedules of courses for an academic term
- Answers routing questions and referring students to appropriate professional service
- Assists in the development of workbooks, study guides and other educational media materials
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Two years of college (60 credits) from a regionally accredited institution and two (2) years' work related 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