



Academic Affairs – Federal College Work Study

Title: Federal College Work Study

Department/Division: Academic Affairs

Date Prepared: December 5, 2017

Reports To: Robin Crawford

Classification: Part-time

POSITION SUMMARY

Under general supervision, the student worker will provide assistance to the office of the Vice President of Academic Affairs in clerical and customer service areas.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represent Seminole State College in the most positive manner with prospective, former, and current students; clients; suppliers; and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other customers of our services; learn and use operating practice of Seminole State College.
- Uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect and Excellence.
- Handle confidential information with tact and discretion. Organize and maintain records.
- Answer phones; take messages, prepare letters and envelopes. Proofread documents as needed.
- Data entry for statistical reports and assist in balancing reports.
- Bind documents. Prepare labels and hanging folders for files. Pickup and distribute of daily departmental mail and other necessary errands on campus.
- Operate computer and all office equipment. Copy machines, fax, and printers support.
- Schedule rooms, classes and events. Flexibility in scheduling is preferred in applicant.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Knowledge:** Applicants must show proficiency in applicable subject matter. Proficiency is proven with a grade of "B" or higher in specific college level math, science, and English courses. Applicant must be a current Seminole State College student with at least 12 hours of college credit.
- **Skills:** Applicants must demonstrate excellent verbal and written communication skills, professional telephone etiquette, customer service, organizational, and time management skills. Must be computer literate and familiar with Microsoft Word and Excel, 10 key preferred. Prior experience and/or training are highly desirable.
- **Abilities:** Applicant must be reliable and adhere to a weekly schedule while working with a diverse population, to act professionally in the work environment, to maintain a good working relationship with Academic Affairs and Seminole State College staff members and fellow students, and to initiate conversations with customers.

Applications will be accepted until the position is filled. The salary is \$8.75/hour.

Applications are available in the Financial Aid Office in the Ben and Bonnie Walkingstick Student Services Center or online. Completed applications can be returned to the Financial Aid Office or mailed to the address below.

Seminole State College
ATTN: Financial Aid Office
P.O. Box 351
Seminole, OK 7486