



Maintenance Department Federal College Work Study

Title: Federal College Work Study
Department/Division: Maintenance Department
Date Prepared: January 18, 2018
Reports To: Tommy Bighead II
Classification: Part-time

POSITION SUMMARY

Under general supervision, the student worker will provide assistance to the Maintenance Department as worker and other customer service areas assigned.

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 supplies and equipment.
- Will assist with pick-up and distribution of campus mail.
- Must be reliable and have ability to adhere to a weekly schedule.
- Valid driver's license is required.
- Some computer knowledge is preferred.
- Other duties as assigned by supervisor and being flexible/adaptable to any circumstances that arises.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Knowledge:** Applicants must show proficiency in applicable subject matter. 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, customer service, organizational, and time management skills. Must be computer literate.
- **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 Maintenance Department and Seminole State College staff members and fellow students, and to initiate critical confidentiality. Flexibility in scheduling is preferred.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by date are assured of receiving full consideration. 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 74868