



Title: Federal College Work Study
Department/Division: Nursing
Date Prepared: December 6, 2017
Reports To: Valarie Watts
Classification: Part-time

POSITION SUMMARY

Under general supervision, the student worker will provide assistance to the Nursing Program Office 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 phone, take messages and disseminate to appropriate person.
- Data entry projects as assigned in Microsoft Excel, word, and nursing access database.
- Load paper in copiers and printers located in the faculty conference room, student computer lab, and nursing library.
- Make copies as instructed of tests, application packets, attendance sheets, travel forms, and leave forms.
- Prepare labels for envelopes and student file folders.
- Filing of student tests, course work papers, program communication, etc.
- Pick up and distribute the nursing program mail from Tanner Hall.
- Deliveries around campus and to the SSC bookstore to pick up supplies.
- Check classrooms weekly for supplies needed such as erasers, dry erase markers, etc.
- Dust, straighten bookshelves, clean tables, refrigerator, and microwaves weekly in the following areas: the front desk area, the student lounge library, kitchen, and conference room.
- Other duties as assigned by supervisor.

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, professional telephone etiquette, customer service, organizational, and time management skills. Must be computer literate and familiar with Microsoft Word and Excel, 10 key required.
- **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 Financial Aid and Seminole State College staff members and fellow students, and to initiate conversations with customers.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by January 3, 2018 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