

JOB DESCRIPTION

Student Worker – Center for Student Life

JOB TITLE: Student Worker – Center for Student Life
DEPARTMENT: Center for Student Life
REPORTS TO: Office Manager

POSITION SUMMARY: Assist in duties and daily operations in the Center for Student Life for 10 hours a week during the fall and spring semesters. Specific hours will be scheduled with the Office Manager.

RATE OF PAY: \$12.75 per hour

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Current RCU student who is eligible for Federal Work Study
- Cumulative 2.5 GPA or higher

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in managing bulletin boards throughout campus
- Data entry
- Answer phones
- Print identification cards
- Assist in managing vehicle permits
- Other duties, as assigned

REQUIRED SKILLS/ABILITIES

- Friendly and welcoming demeanor
- Interpersonal skills
- Good organizational abilities
- Self-motivated to complete tasks
- Computer skills: Word, Google Docs, Excel, CAMS (can be trained), OneCard (can be trained)