Position Description
Student Employment Services Student Worker

REPORTS TO: Student Employment Coordinator
DIVISION UNIT: Life Services
DEPARTMENT: Career Services – Student Employment Services

SCOPE: Responsible for assisting the Student Employment Coordinator in the many aspects of Student Employment Services. Aids in the furthering of the part-time job development, job/volunteer availability for WTAMU students

STRUCTURE: The Student Employment Services Student Worker reports directly to the Student Employment Coordinator.

RESPONSIBILITIES: Assists in maintaining an extensive computer database.

Develops student jobs.

Assists in administering all paperwork and documentation for on-campus student employee payroll.

Assists students with all job search activities.

Responsible for keeping job board updated.

Oversees all office functions when supervisor is out.

Assists with job fairs and other programs sponsored by SES.

Assists in promoting all services offered by SES and Career and Counseling Services.

Performs other duties as assigned by supervisor.

QUALIFICATIONS: Experience in a computerized office setting or equivalent in computer experience preferred. Ability to use database systems and other current technologies required. Ability to interact with the public required. Must be responsible, outgoing, a self starter and possess good interpersonal, customer service and oral and written communication skills. Must be able to type at least 35 wpm and score 90% on the spelling test. Must be proficient in Microsoft Excel

TERM: The normal work week is twenty hours per week, Monday – Friday. Some flexibility to work with student’s class schedule.