

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:	<p>Assists in maintaining an extensive computer database.</p> <p>Develops student jobs.</p> <p>Assists in administering all paperwork and documentation for on-campus student employee payroll.</p> <p>Assists students with all job search activities.</p> <p>Responsible for keeping job board updated.</p> <p>Oversees all office functions when supervisor is out.</p> <p>Assists with job fairs and other programs sponsored by SES.</p> <p>Assists in promoting all services offered by SES and Career and Counseling Services.</p> <p>Performs other duties as assigned by supervisor.</p>
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.