

STUDENT WORKER – ADMISSIONS

Job Description

CATEGORY:	Student Worker - General
POSITION STATUS:	Part-Time Temporary, up to 19 hours per week
FLSA STATUS:	Non-Exempt
SALARY RANGE:	Hourly Rate-\$8.50

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

This is a temporary position with the responsibility of performing a variety of duties in support of the educational mission of Texas Southmost College. Position responsibilities may include providing assistance to students with the enrollment and registration process, serving as a peer-mentor, and/or providing general office assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs duties as assigned by supervisor.
- Responds to student questions and inquiries and assists students as required.
- Provides feedback to supervisors regarding daily activities.
- Creates an atmosphere where students are comfortable.
- Completes duties and responsibilities in compliance with college standards, policies, and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed.
- Assists in the enforcement of established federal, state, and College policies, rules, and regulations.
- Attends the workplace regularly as per the defined work schedule and reports to work punctually.
- Work hours may include evening, holidays, or weekends depending on deadline requirements and special events.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty, and the community.
- Represents the College in a positive and unbiased manner.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education required.

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- Good oral/written communication and interpersonal skills.
- Capacity to listen and respond to individual's questions and concerns.
- Ability to help others problem-solve.
- Ability to concentrate on detailed tasks during numerous interruptions.
- Ability to understand detailed instructions.
- Ability to take accurate messages, and keep accurate and detailed records.
- Ability to perform and excel in a high-tech all-digital environment.
- Ability to handle sensitive and confidential data.
- High level of energy.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education required.

- High School Diploma or G.E.D. Equivalent.
- Must be enrolled in courses at an accredited college or university.
- Must have an accumulative GPA of 2.0 or higher.

PREFERRED EDUCATION AND EXPERIENCE

- Enrolled as a student at Texas Southmost College (TSC) or a TSC graduate who was a student worker while enrolled at TSC.
- Proficient in the use of e-mail, word processing, spreadsheet software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Bilingual in English-Spanish.

CERTIFICATES AND LICENSURES

- None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a High School Diploma or G.E.D. Equivalent?
 - Yes
 - No
3. *Are you enrolled in courses at an accredited college or university?
 - Yes
 - No
4. *Do you have an accumulative GPA of 2.0 or higher?
 - Yes
 - No
5. Are you enrolled as a student at Texas Southmost College OR a TSC graduate who was a student worker while enrolled at TSC?
 - Yes
 - No
6. If you are currently enrolled at Texas Southmost College, what is your student identification number?
7. Are you proficient in the use of e-mail, word processing, spreadsheet software and use of the Internet to access data, maintain records, generate reports, and communicate with others?
 - Yes
 - No
8. Are you bilingual in English-Spanish?
 - Yes
 - No