

WORK-STUDY JOB DESCRIPTION ANNOUNCEMENT

Student Assistant to the Administrative Assistant for STEM



<i>Department</i>	Academic Success in STEM	
<i>Campus & Location</i>	Lowry Campus, WQ 203	
<i>Supervisor</i>	Stephanie Agner	<i>Phone 303-340-7076</i>

General Description

The Academic Success in STEM is seeking a work-study student to support projects we have in our office in the fields of science, technology, engineering, and mathematics (STEM). It is an opportunity to work closely with STEM departments, STEM programs, and STEM students throughout CCA. Flexible hours and scheduling.

Duties & Responsibilities

- Data Entry
- Peer Support
- General Office Duties (send emails, answering phones, generating documents)
- Assist with STEM activity planning and support activities as needed
- Assist with pre-semester prep work
- Other duties as assigned

Qualifications

- Basic understanding of Microsoft products
- Must be willing to commit to 15 – 20 hours/week during the academic year
- Strong Organization and communication skills preferred
- Good customer service skills

Number of Hours Per Week	15 - 20
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