

Job Title: Student Assistant

Department: The Hub

Campus and Location: CentreTech Campus, Classroom Building room C107

Supervisor: Michael Pfaff

Phone: 303-360-4740

General Description

- The Hub provides a variety of student support services, functioning as a tutoring center, library, and working and meeting space for students and instructors. We are seeking part-time student assistants to staff the reception desk and provide administrative support in a public, interactive, and student-focused setting. This is a fantastic opportunity to enhance your skills in personal interaction, communication, professionalism, and technology.

Duties & Responsibilities

- Greet and direct all Hub visitors at the reception desk, having them login as needed
- Answer reception desk phone, taking messages and transferring calls as needed
- Schedule and coordinate tutoring and research appointments
- Provide general clerical and office support
- Assist with student computer needs including logging on, using D2L, printer support, Microsoft Office apps like Word and Excel, and other software used in CCA courses
- Assist students with basic research
- Check in/out and reshelve books and DVDs
- Assist students with frequent questions about Hub services and other campus resources
- Assist with various tasks and projects as needed such as the development of flyers, event calendars, videos, and more
- Attend Hub meetings for training and to stay current on office procedures and practices

Qualifications

Minimum Qualifications

- *Must be awarded Work-Study through the Financial Aid Office*
- Must demonstrate a strong grasp of spoken and written English
- Familiarity with Zoom and Microsoft Office products
- Must be capable of helping others with basic computer skills
- Excellent personal interaction, communication, and customer service skills
- Must have and maintain a minimum 2.0 grade point average (GPA)
- Comfortable working with a diverse population in a framework of inclusion and equity
- Punctual and dependable

Preferred Qualifications

- Prior customer service experience
- Prior computer technical support experience
- Library experience
- Fluency in Spanish

Number of Hours Per Week | 8 to 20