



WORK-STUDY JOB DESCRIPTION ANNOUNCEMENT

Student Assistant for Technology

Department The Hub (library, tutoring, computers, printing)

Campus & Location Lowry Campus, West Quad Building, Room 106 CentreTech Campus, Classroom Building, Room 107

Supervisor Kevin Dunbar Phone:303-340-7247; Mike 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

- 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
- 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

Qualifications

- Must be awarded Work-Study by the Financial Aid Office.
- Minimum 2.0 grade point average (GPA).
- Demonstrate a strong grasp of spoken and written English.
- Excellent communication and customer service skills.
- Strong computer skills including familiarity with Zoom and Microsoft Office products.
- Capable of working both independently and as a member of the team.
- Embrace an Inclusive Excellence framework with experience and knowledge of diversity, inclusion, and equity.

Number of Hours Per Week

10-20