SLC Student Staff Assistant

Rate: $10.83/hour
Part time: 17 hours per week

About the Student Staff Assistant

In support of office operations, the Student Leadership Center's Student Staff Assistant performs repetitive, routine, or relatively simple clerical duties/tasks such as establishing and maintaining record keeping and database files, serving as a receptionist, performing PUB Walks, and copying materials. In addition, the Student Staff Assistant learns and performs a variety of routine office support functions; such as scanning and filing documents in a filing system, posting records, answering telephones, receiving visitors, and distributing mail and other office materials.

Required Qualifications

• Must be enrolled at Shoreline Community College for spring quarter, preference for continued employment through 2013-14.

• Must have completed at least 10 credits at Shoreline Community College.

• Must be registered for at least 5 credits at Shoreline Community College.

• Must have a cumulative grade point average of 2.50 or higher.

• Must have a quarterly grade point of 2.75 or higher.

• Must be comfortable working in a large, open space, often with frequent interruptions.

• Ability to work up to 17 hours per week.

• Able to attend staff meetings every week.

• Fluent understanding of English spelling and grammar.

• Proficient typing skills.

• Familiarity with computers, Microsoft Word, and Excel.

Essential Functions and Duties

• Front Desk Coverage

• Answer telephones

• Recieve and refer visitors

• Data Entry/Typing Office Forms

• Maintain Daily Log & Game Room Log

• Copying & Scanning

• Delivering Documents

• Processing simple documents such as purchase requisitions, IVPs, Credit Card Authorizations, etc.

• Creating, revising, editing, and maintaining documents

• File Electronic Documents

• PUB Schedule delivery

• Help maintain the Student Leadership Center, the Game Room, and the Pagoda Union Building (PUB).

• Manage Check-Out system

• Water Plants

• Other duties as assigned

Preferred Qualifications, Skills, and Abilities

• Completion of English 100 or approved ESL equivalent with a grade of 3.0 or higher.

• Commit to working in this position until the end of the school year & through the 2013-14 fiscal year.

• Enjoy working in diverse environment.

• Prior experience working with a large group of people (Or Student Government).

• Ability to manage projects and foresee the tasks of fellow team members.

*Students who do not receive numbered grades must be enrolled in an equivalent of 5 credit hours per quarter, and must have completed an equivalent of 10 credit hours at Shoreline Community College, and must submit two letters of recommendation from College faculty or staff.

*Disabled students taking fewer than 5 credits must be certified by the Office of Special Services as working at full capacity toward a degree.

*Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, gender, sexual orientation or disability.

Shoreline
COMMUNITY COLLEGE

Application Questions

Please answer the following questions, typed, on a separate piece of paper.

Diversity

As a member of the Student Leadership Center, you will represent all the students here at Shoreline Community College. How will you make certain that your actions/ decisions while in the Student Leadership Center actually reflect the diverse student body? Please give an example of a time in which you represented someone who was different from yourself.

Leadership

Please describe your experience with leadership; in school, the religious community, in your family, and/or in a larger community context.
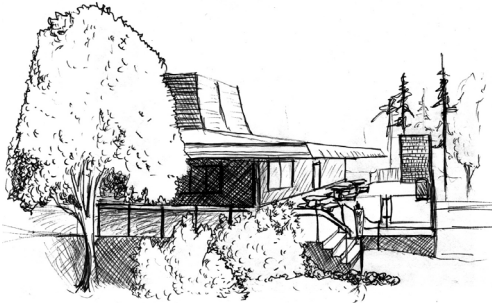
Qualities

Please describe four (4) qualities that you possess and feel will best help you successfully perform the duties of the Student Leadership Center Student Staff Assistant.

Workshops and Trainings

Please list any workshops, classes, conferences or special trainings in which you have participated that have contributed to your leadership, speech communication or organizational skills. This would include any classes taken at Shoreline Community College or an equivalent institution or any other background information that would make you a qualified candidate.

*Please attach a current resume.

Application Checklist

- ☐ Resume
- ☐ Filled out Application Logistics
- ☐ Typed answers to Application Questions
- ☐ Signed personal agreement statement

Application Logistics

Name   Student ID #

Address   City   Zip Code

Phone   Email

# of credits earned at SCC   # of quarters you plan to remain at SCC

Are you available to work up to 17 hours a week, mostly between 8am – 5pm?

Applications are due August 23, 2013 by 3:00pm

By signing below, I attest that all information on this application is true.

Signature   Date

SLC Student Leadership Center

For questions, contact:

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