Federal Work-Study Job Description School Year: 2017–2018

<table>
<thead>
<tr>
<th>Job Title</th>
<th>SSR Office Assistant</th>
<th>Job No# Available:</th>
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</thead>
<tbody>
<tr>
<td>No# of Positions Available</td>
<td>3</td>
<td>Program Jobs Available:</td>
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<td></td>
<td></td>
<td>FWS: Yes WWS: Yes</td>
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<tr>
<td>Supervisor</td>
<td>Christine McDermott, Director of Student Success and Retention</td>
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<tr>
<td>Department</td>
<td>Student Success and Retention (SSR)</td>
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<tr>
<td>Location</td>
<td>Parker Library Room 110 (PL110)</td>
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<tr>
<td>Contact Information</td>
<td><a href="mailto:Christine.McDermott@wesley.edu">Christine.McDermott@wesley.edu</a></td>
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</tbody>
</table>

General requirements for all SSR positions:
- Attend training in specific area.
- Arrive punctually and carry out all job responsibilities.
- Maintain a professional demeanor and appearance.
- Wear appropriate clothing following the dress code.
- Respect and maintain student confidentiality.
- Complete any documentation in a timely manner.
- Attend all required meetings.
- Follow SSR program policies and procedures, including those prohibiting use of all electronics and earbuds and having food and drink while working in the Academic Success Center (ASC).

Job Description:
- Filing.
- Copying.
- Bulletin board creation and maintenance.
- Office-related errands.
- Other office tasks such as folding, stuffing envelopes and brochures, etc.
- Possible monitorial duties in the Academic Success Center.

Special Abilities/ Skills:
- Good academic standing (GPA of 2.5 or above).
- Basic computer skills – word processing, emailing, data entry.
- People skills – friendly, outgoing, etc.
- Dependable, reliable work ethic.

Work Schedule:
- Office Hours: Monday – Friday, 8:00am – 3:00pm
- Individual work schedules will be arranged around the student worker’s class schedule.
Additional Comments:

- Total positions available:
  - Freshman: 1
  - Sophomore, Junior, and Senior: up to 2
- Preferences given to students with previous experience in the department.
- Our program takes pride in having student workers who not only model the Wesley College Community, but serve as guides in the academic development process.
- All FWS students should abide by the health and safety policies of the College.
- All FWS students should abide by the academic regulations of the College and the judicial guidelines as outlined in the Student Code of Conduct.