

## Federal Work Study Job Description Form

**Job Title:** Work Study **Desired No. of Hires:** 3  
**Department or Organization:** Academic Advising and Transfer Center  
**Address (Off campus only):**

**Supervisor:** Jasmine Herman  
**Office:** 19/267  
**Phone:** x5252  
**Email:** jherman@stcc.edu

**Designee:** Kiyota Garcia  
**Office:** 19/267A  
**Phone:** x4317  
**Email:** klgarcia@stcc.edu

### General Job Description:

Office assistant

### Detailed List of Duties:

Answering phones, making appointments, assisting advisors with projects/events, utilizing office machinery, running errands, answering student inquiries

**Opportunities for Advancement:** Please list those duties an employee can expect to learn in terms of job growth, if rehired.

Building data entry and customer service skills, creating and formatting documents and flyers, organizational and time management skills.

**Responsibility Involved:** Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.

Confidential, limited access to student information. Direct service to the public. Use of office machinery (copier, multiline phones, PC). No supervisory responsibility.

### Skills and/or previous experience desired:

Office and/or customer service experience (1 year or greater), and/or current major BUSN/OAAP/CLER.

### Amount of supervision required:

Regular  Occasional  Minimal

Student employees are not permitted to work without any supervision.

### Hours desired to cover (evening, weekend, etc.):

Advising and Transfer Center hours are M-Th 8am-5pm, F 8am-4pm. No remote option.

**How to Apply:** Contact supervisor/designee listed above.