****

**STUDENT EMPLOYMENT OFFICE**

**Mercer County Community College**

**Student Worker Job Description 2024-2025**

|  |  |  |
| --- | --- | --- |
| **JOB TITLE:**  | Student Program Assistant  |  |
| **DIVISION/DEPARTMENT:** | Academic Affairs  |  |
| **REPORTS TO:**  | Vicky Vega- Acdemic Affairs  |  |
| **SALARY GRADE:**  | $15.13 per hour  |  |
| **BUDGET CODE:**  |

|  |
| --- |
| 10-01-01-02-220100-51851 |

 |  |
| **REVISED DATE:**  | August 19th 2024 |  |
| **CHARGE TYPE** **APPROVED BY:** | Work Study or Department Hire Dr. James H. Whitney III AVPAA |  |

**SUMMARY**

MCCC is a publicly supported college that is open to all and dedicated to student success. Student Employment is apart of student success, support and growth. Student Workers provide support to administrative and academic departments to learn skills that will ehance their academic and prepare them for there next steps in the workforce or transition to four year institution.

**JOB DUTIES**

Serves as support to the Academic Affairs Staff, Presidents Office and supports programs initiatives and attends events. Assist with administrative and program duties as assinnged by the supervisor.

* **Administrative**
	+ Greets Guest
	+ Scheduling Appointments
	+ Orgainzings Conference Rooms
	+ Assist with copying, filing scanning, sherdding, maintain inventory
	+ Answer Phones and making calls.
	+ Assist with Speical Projects as assigned
	+ Creates Documents, Presentations as directed by Executive Assistants assigned
	+ Assist with Presentation Creation, documents, and flyers
	+ Printing, Copying, Scanning Documents as needed.
* **Events and Programming**
	+ Assists with set up clean up of events
	+ Collect Sign In Sheets
	+ Assist with Planning

**REQUIRED QUALIFICATIONS**

* **Enrolleed with at least 6 credits and in good acadmic standing**

# J:\Logo\mccc.college.logo.17.jpg

# ACKNOWLEDGEMENT

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Student Program Assistant – Academic Affairs

Student Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Signature:  **\_\_\_\_\_\_\_\_**

Print name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**