

Job Title: Student Assistant

Department: Admissions

Campus: South Charleston

Job Supervisor: Michelle Wicks

Employment Period: Full Academic Year

Number of hours per week: 15-20 hours per week

Description of Job Duties and Responsibilities: Filing, answering telephones, assisting with mass mailings, creating student files, data entry, assisting with admissions events ( registration days, open houses, orientations, etc.), assist with campus tours, take student ID photos, organize filing and storage rooms, shredding documents