

## Kishwaukee College Work Study Position

**DEPARTMENT:** Student Services – Advising Lab

\*Note: Students are not allowed to work in more than one department at the same time.

### **JOB DESCRIPTION** (Include major duties to be performed):

Customer Service oriented position that will assist with greeting and checking in students in the advising lab open Monday-Thursday from 9am-2pm. Will also support the Counseling & Student Development area, buy making reminder calls, answering phones, printing and organizing daily appointment sheets, maintaining counts for monthly reports, filing, and assisting with programs or events the department is part of.

### **QUALIFICATIONS/SKILLS REQUIRED**

- PC proficient, and experience with word processing and spreadsheets
- Good organizational skills, with strict attention to details in all tasks
- Demonstrate the ability to be creative, problem solve, take initiative, **punctual and reliable**, manage conflict, and think critically.
- Exhibit strong teamwork characteristics, interpersonal skills, and the ability to be comfortable speaking to students, parents and the community.
- Display a positive attitude, high level of energy, and sense of enthusiasm for Kishwaukee College.
- Ability to take initiative.
- Show respect for the diverse Kishwaukee College community as well as exhibit a desire to work well in a diverse setting with groups of students, staff, faculty, administrators, visitors, and new family members from all different backgrounds and life experiences.
- Knowledgeable of the Kishwaukee College programs, services, campus culture, etc.

**NUMBER OF HOURS PER WEEK:** 20

**DAYS OF WEEK.** (check one):  Flexible or  Must be able to work the following days of the week: \_\_\_\_\_

**DEPARTMENT SUPERVISOR/COORDINATOR:** Sean Kesselring

**CONTACT INFORMATION:** Office, phone, email: \_\_\_\_\_

C2114, 815-825-9822

**STUDENTS MAY ALSO APPLY TO ME DIRECTLY:** YES:  NO