

JOB DESCRIPTION

Department: Student Services - Recruiting

Job Title: Student Recruiting Worker

Job Summary:

We are seeking a proactive and enthusiastic student to join our Student Services team as a Recruiting Student Worker. In this role, you'll engage directly with prospective students, assist with event planning, and support various administrative tasks. This position offers an excellent opportunity to develop communication, event planning, and administrative skills.

Note: Federal work-study award is required to apply for this position. If you are unsure of your eligibility, please contact the Financial Aid Office in E101.

Description of Job Duties:

- Conduct data entry tasks with a high level of accuracy.
- Provide campus tours for prospective students, sharing information and answering questions.
- Assist with planning and executing recruiting activities and events.
- Answer phone calls, providing helpful and professional customer service.
- Support administrative tasks such as copying, scanning, and general computer work.

Specific Experience and Skills Required:

- Strong communication and interpersonal skills.
- Ability to conduct data entry with a high level of accuracy.
- Comfortable with general computer work, including copying and scanning documents.
- Enthusiasm for assisting with event planning and execution.

Licenses or Training Required:

None.

Hours Needed to Work:

Up to 20 hours per week, scheduled around classes.