



On Campus Student Employment JOB DESCRIPTION

Department: Business Office

The Student Worker for Administrative Affairs reports to the Account Specialist. Any combination of the following tasks may be included in the duties of the student worker in support of the College:

Essential Functions

The student worker is responsible for the following:

- Typing
- Filing
- Answering phones
- Assisting customers at the Cashier's Window
- Taking payments and making correct change
- Performs other duties as assigned

Eligibility Requirements:

The successful candidate should have a current academic year On-Campus Student Employment application on file and meet the following eligibility requirements:

- Have a current application year Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid Office and have completed and submitted all required documentation.
- Maintain a 2.0 GPA or higher
- Enrolled in a minimum of 6 credit hours
- Degree Seeking at Mesalands Community College

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 20 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low. Job performed indoors.