

STUDENT WORKER - STUDENT SERVICES

Job Description

Kent State Ashtabula is looking for a qualified candidate who is interested in becoming a student worker within the Student Services Office. This part time position provides support to the Admissions and Advising staff; additionally, it provides general clerical support to office personnel as required by operational demands. Duties may include but are not limited to: answering phones, making reminder phone calls and scheduling appointments, data entry, filing, and miscellaneous duties as needed. Qualified candidates will be detail-oriented, reliable, efficient, conscientious, and able to work with minimal supervision. Good general office and computer skills are also required. This position includes significant interaction with students, parents, administration, faculty, staff, prospective students and families. Customer service and public relations are crucial. Good communication skills are a must.

Those interested in completing a job application, and for a detailed list of the Student Worker responsibilities, please contact the Student Services office in Main Hall or call 440-964-4217.