



College Work Study Job Description

Job Title: College Work Study
Job Class: Support Staff
Department: Center for Student Success
Reports To: Jeff Graffius, Library and Student Resources Director
FLSA Status: Non-Exempt
Approved By: Dean of Student Success
Approved Date: 01/20/2021

I. Position Purpose

The College Work Study student will monitor and provide support within WSCC classrooms/computer labs.

II. Duties and Responsibilities

MONITOR AND SUPPORT STUDENTS: The College Work Study student may greet incoming students and them to become familiar with Sakai, Canvas, and Zoom platforms. The student will also be responsible for maintaining cleanliness and organization of the assigned room. As needed, the CWS may need to track technology and student usage within the space. The College Work Study could assist with projects or events, and other general administrative tasks and errands.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE. The College Work Study student will demonstrate professionalism and provide quality customer service in accordance with the College's values. Additionally, they will maintain positive working relationships, make decisions and solve problems. The College Work Study student will maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. The College Work Study student will also exhibit flexibility, willingness to learn, ability to adapt to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Currently enrolled student at Washington State Community College and eligible for a College Work Study position as defined by the Financial Aid Office.
- Ability to work with computers and general office equipment.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).