ON – CAMPUS STUDENT POSITION

ORGANIZATION NAME: Alvin Community College

Job ID: 5246            Job Title: Student Assistant - CyberLab - Trainer/Helpdesk Coordinator

Employment Date(s): ASAP
Work Schedule: Mon-Tues 8am to 7pm and Wed-Fri 8am to 5pm

# of Openings: 1
Salary: $7.25
Hours Per Week: Max 19

JOB DESCRIPTION
Assists the helpdesk coordinator, helps students register for class in person and over the phone, handles basic support calls, assists students with Office programs, some evenings till 7 will be required

QUALIFICATIONS
- Must have knowledge in Microsoft Office
- Must have knowledge of Blackboard
- Good customer service skills
- Should be able to multi-task and handle a heavy volume of phone calls during peak times at registration
- Must have a Joblink account with an updated RESUME. (Visit Career Services for information)

* Fall/Spring Employment
Student employees must maintain a minimum of six credit hours during the semester(s) of employment.

* Students must have a minimum 2.0 GPA at time of application except if applying in the first semester of college.
* Students must maintain a minimum semester 2.0 GPA.
* Students placed on disciplinary probation or have an Academic Dishonesty sanction are ineligible for employment.
* Students eligible for financial aid Pell Grants may also be eligible for the Federal Work Study Program. The application process begins in the Office of Financial Aid.
* Students hired as a Work Study employee are subject to Satisfactory Progress Requirements for financial aid. Employment may be terminated for failure to meet these requirements.
* Must pass a background check
* Must be registered and have a resume in JobLink

REQUIREMENTS

Major(s): PREFER Computer Science, Office Administration-Office Professional, Office Administration-Office Assistant

APPLICATION INSTRUCTIONS
Student must apply through Career Services:
Bldg. A, Room 205/206

or contact Melissa Ramirez at:
mramirez@alvincollege.edu / 281-756-3560

APPLICATION DEADLINE: UNTIL FILLED