ORGANIZATION NAME: Alvin Community College

Job ID: 5274  
Job Title: Student Assistant - Learning Lab/Academic Foundations  
Job Location: Alvin Community College

Employment Date(s): Spring 2015  
Work Schedule: TBD

# of Openings: 1  
Salary: $7.25 per hour  
Hours Per Week: 11 max

JOB DESCRIPTION
Check in students as they enter the Learning Lab, direct students to services within Learning Lab, answer incoming calls, and perform other duties as required.

QUALIFICATIONS
- Customer Skills, soft computer skills  
- Must be registered and have a resume in JobLink.

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

Summer Employment  
An applicant, not enrolled in the summer may be employed if he or she has been enrolled in a minimum of six hours in the preceding spring semester or can show evidence of plans to enroll in the succeeding fall semester. Students who have attended Alvin Community College in the spring semester, or will be enrolled in the fall, shall have preference over summer transient students.

Students must have a minimum 2.0 GPA at time of application except if applying in the first semester of college.  
Student employees must maintain a minimum semester 2.0 GPA.  
Students placed on disciplinary probation or have an Academic Dishonesty sanction are ineligible for employment.  

Must Consent to background check and register and have a resume in JobLink.(Contact Career Services for more information)

REQUIREMENTS

Major(s): All Majors

APPLICATION INSTRUCTIONS
Apply through Career Services, A206  
or by emailing careerservices@alvincollege.edu

MUST HAVE A RESUME ON FILE IN JOBLINK

APPLICATION DEADLINE: UNTIL FILLED