ORGANIZATION NAME: Alvin Community College/ Student Assistants

Job ID: 3110  
Job Title: Student Assistant/ ACC Police Department/ Clerical  
Job Location: Alvin Community College

Employment Date(s): to be determined  
Work Schedule: Varied

# of Openings: 1
Salary: $7.25

Hours Per Week: 19
Position Type: On Campus – Regular Wage

JOB DESCRIPTION
Dispatch
General office duty
Answer phones
Computer work

QUALIFICATIONS
Prefer students that will be attending ACC for at least 2 years
Must be 18 years of age
Week-end work
Will fill in for holidays, sick days and vacation of full time employees.

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 that are receiving financial aid work study funding may have different requirements.
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.
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

REQUIREMENTS
Citizenship: U.S. Citizenship

APPLICATION INSTRUCTIONS
Contact Career Services to apply.
Room - A205 or call 281-756-3560
Must be registered in JobLink and have a current resume.