

CENTER FOR WORKPLACE LEARNING

POSITION: CWL Work Study
DIVISION: Workforce Education
DEPARTMENT: Center for Workplace Learning
BUILDING: Center for Workplace Learning
CAMPUS: Main Campus

FWS SUPERVISOR: Jennifer Morse
DIRECTOR: Patricia Pool
VICE PRESIDENT: Jeanie Hardin

PHONE NUMBER: 903.463.8731

HOURS per WEEK: 15
(20hr MAX)

HOURS PREFERRED: 10:00am-2:00pm

JOB DUTIES:

- Assistance to CWL visitors
- Clerical duties, filling, answering the phone and faxing
- Replenish administrative forms as necessary
- Deliver instructional materials to instructors and classrooms on main campus
- Monitor CWL facility to insure doors are locked and overhead projectors are off
- Report lab, classroom and maintenance requirements to supervisor for correction
- Assist in moving classroom furniture in accordance with trainer requirements
- Scan course and instructor evaluations as required
- File non-confidential documents
- Maintain the CWL and Liberal Arts copy machine & provide assistance to office and instructor
- Assist in assembly of handouts and packets for meetings and seminars
- Pick up and sort mail from mailroom daily
(at least at 10:30 am and 2:00 pm if work hours allow it)
- Other duties as assigned

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS: Must be able to lift 30lbs. From floor to table top with out assistance
Must be able to climb a step stool and reach objects overhead

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.