

## STUDENT LIFE

POSITION:	WORK STUDY	FWS SUPERVISOR:	Gregg Miles
DIVISION:	Student Services	PHONE NUMBER:	903-463-8693
DEPARTMENT:	Student Activities	DIRECTOR:	Gregg Miles
BUILDING:	Life Center	VICE PRESIDENT/DEAN:	Regina Organ
CAMPUS or ADDRESS:	Main Campus	RATE OF PAY:	\$11.00 hr
		HOURS per WEEK:	19 (19 hr. Max)

HOURS: Flexible  
PREFERRED:

JOB DUTIES:

- Supervise and monitor the use of the activities area (2nd floor of the Student Center)
- Maintain an office presence by checking out various types of recreational equipment
- Assist the Director of Student Programs and Activities as needed
- Help with the daily or nightly activities program, recreational sports program or open gym programs (these activities may require weekend hours)
- Operate and maintain the college ID card system
- Collect hourly participation data & record it properly, monthly totals will be tabulated & presented
- Keep clear & open lines of communication between fellow co-workers & Director
- Attend all staff meetings
- Must be knowledgeable of all student program & activity events
- Must be willin to encourage students to participate
- Must be friendly and have a desire to help others
- Assume any additional responsibilities as assigned by the Director

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: May be asked to adjust their weekly work schedule if an emergency or staff vacancy should occur

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 the student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

There is no formal evaluation procedure, however, worker studies are expected to:  
Follow all GC Standards of Conduct as found in the Employee handbook  
Demonstrate the Viking Values - balance, clarity, gratitude, service, teamwork & trust  
Comply with all state and federal laws and regulations related to higher education  
Maintain the confidentiality of student information and other private records  
Maintains a professional appearance and professional demeanor.  
Failure to do so will result in disciplinary action as outlined in the employee handbook