



## Student Affairs Work-Study

### Position Description

The purpose of this position is to provide support and coordination for staff members of the Office of Student Affairs (OSA) and to students seeking support, advising, and services from the OSA. The position offers Federal Work-Study eligible students the opportunity to develop professional experience and support prospective, current, and former Cambridge College students in receiving timely and efficient information and services from the OSA.

### Application Description:

- *Requirements*

- Must be eligible for Financial Aid from Cambridge College through the Work-Study program.
- Must have excellent customer service skills and demonstrated competency in working with individuals from a diverse range of cultural, social, and economic backgrounds.
- Must be detail-oriented and organized.
- Must be able to complete assignments in a timely and accurate manner.

- *Responsibilities*

- Standard Responsibilities

- Be present during walk-in hours throughout the term to assist students with walk-in sign-in procedures.
    - Assist students with the appointment sign-up procedure.
    - Assist with office maintenance, including but not limited to filing, copying, scanning, shredding, and mailing.
    - Assist with maintaining accurate signage in the Office of Student Affairs.
    - Other duties as assigned by Student Affairs staff.

- Special Events and Programming

- Assist with set-up, clean-up, and advertising of Student Affairs events.
    - Assist with coordination of Student Affairs programming (orientation, workshops, seminars, student engagement events).

### Structure

- Students arrange, with their supervisor, a set weekly schedule. During these set hours, students are expected to fulfill standard responsibilities.
- Students should be prepared to be present on campus to assist both with Undergraduate New Student Orientation and New International Student Check-In & SEVIS Registration. These will occur no more than one week prior to and one week following the start-of-term (undergraduate).



## **Student Affairs Work-Study**

- Should special programming be scheduled that would benefit from student worker assistance, the student will be notified at least two weeks in advance and requested to assist. Should there be a conflict, the student is encouraged to decline the offer for engagement.

### Anticipated Learning Outcomes

- Development of interpersonal and customer service communication skills.
- Familiarity and hands-on experience with virtual and hard-copy office management best practices.
- Hands-on experience with and observation of best practices for a variety of programming events at the post-secondary level.

### Compensation (for students who perform at or above expectations)

- As assessed by Cambridge College Financial Aid

### To Apply

Interested parties must submit an electronic résumé and cover letter to:

Molly Young, Assistant Director, International Affairs  
[international@cambridgecollege.edu](mailto:international@cambridgecollege.edu)

Application due-date is 22 January 2015 by 5:00 pm. Applications will be processed upon receipt. For questions, please contact Ms. Young at the contact information listed above.