



**MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE Moorhead**

**School Year Work Study Position**

**August through May**

**Wages: Bi-weekly**

1. On-Campus Department: Department of Equity and Inclusion (Accessibility Resources)
2. Supervisor: Ashley Broderick/Jocelyn Santana
3. Phone Number: 218-299-6882
4. Location: E112 (Spartan Center)
5. Number of Hours per Week: Up to 10 hours per week based on funds available and student eligibility.
6. **Job Description and Qualifications:**

Duties include:

- Checking in students for their AR appointments
- Help coordinate test rooms/proctoring
- Entering in data for into ISRS
- Able to adhere to FERPA and confidentiality expectations
- Scanning in paperwork into Perceptive Content
- Checking mailboxes for paperwork
- Responding to questions from Student Services
- Answer questions on a walk-in basis or over the phone
- Other duties as assigned

Personal Qualifications:

- Be responsible and honest
- Pay close attention to detail
- Able to be flexible
- Take initiative
- Take direction
- Able to learn the tasks required
- A positive, pleasant attitude is a must!

7. Student Out Comes: Students will be able to strengthen their customer service skills and their interactions with their peers, faculty, and staff. Students will learn how to be professional in their communication with peers, staff, and faculty in person, by phone, and email. Students will learn the basic operations of Accessibility Resources.

Shifts available: Must be willing to work flexible hours assigned by AR staff.

