Title: **STUDENT ASSISTANT (Technology Lab)**

Job Type: **ON CAMPUS STUDENT EMPLOYMENT**

Employment Type: **PART-TIME**

Description:

**Applicant must be a WSU student with a minimum class standing of sophomore, and in good academic standing with a minimum GPA of 2.50. Students eligible for federal work-study or from backgrounds similar to those of project participants preferred. Interested applicants contact me directly** [**nelson.ross@wichita.edu**](mailto:nelson.ross@wichita.edu) **for more information.**

Desired Skills:

* **Proficient in Microsoft Office Suite, Adobe Suite and database software**
* **Ability to assist students to navigate financial literacy software programs**
* **Ability to assist students to navigate study skills software programs**
* **Ability to organize, prioritize and work on multiple tasks simultaneously**
* **Ability to complete tasks in a timely manner with minimal supervision**
* **Ability to keep records and maintain confidentiality**
* **Strong verbal and written communication skills**
* **Ability to pay attention to detail**
* **Good judgment and decision-making skills**
* **Experience working with students similar to those served by SSS**

Responsibilities:

* **Document and input students’ lab activity into a FileMaker pro database**
* **Contact program participants by telephone/e-mail to schedule financial literacy and study skills appointments**
* **Assist students with study skills and financial literacy activities**
* **Assist students with understanding course material**
* **Assist students with navigating and utilizing different technology including Microsoft Office programs and Blackboard**
* **Trouble-shoot Lab equipment (computer, printer, scanner, etc.) and call for technical support when necessary**
* **Maintain confidentiality of information within students’ files/records**
* **Monitor students’ paper usage**
* **Refer students to campus resources**
* **Attend training sessions required by the program**
* **Maintain accurate records of time worked in the office**
* **Follow the policies and procedures of the program**

Required Documents: **RESUME, TRANSCRIPT, 2 REFERENCE LETTERS**

School Years: **SOPHOMORE, JUNIOR, SENIOR**