

Student Activities Student Assistant

Henry Ford College Career Services Office

Position Type: On Campus Work Study

Description:

The Student Assistant assists the Student Activities staff with the following duties:

- Monitor the Club Room and relay rules to all students and guests who enter the room.
- Maintain a clean workspace and help maintain the Student Club Room, M-109.
- Make telephone calls.
- Distribute information to students and staff.
- Post fliers and other information on bulletin boards and remove outdated information.
- Assist with Welcome Back Days, voter registration drives, recruitment events and other activities.
- Type reports, lists and other correspondence.
- Send and receive email.
- Assist student clubs as assigned.
- Organize supplies and storage areas.
- Attend meetings and workshops as required.
- Perform other duties as assigned.

The Student Assistant helps to fulfill the mission of the Office of Student Activities as well as encourage peers to get involved in campus life.

The ideal candidate is someone who is outgoing and enjoys public contact.

A professional demeanor, positive attitude, and acceptable dress are required.

Posting Date: July 21, 2022

Expiration Date: September 30, 2022

Duration: Fall Semester

Approximate Hours Per Week: 15-20

Salary Level: \$9.87

Industry: Education

Website: <http://careers.hfcc.edu>

Contact: HFC Career Services
5101 Evergreen Road Dearborn, Michigan 48128
United States

Resume Receipt: E-mail

Default email for resumes.: crfluker@hfcc.edu

Additional Documents: Other Documents

ID: 24041
