



Student Work Study Job Posting

Department: **Workforce Investment**

Immediate Supervisor: Alice Bunjan

Hours required of this position per week: 20 (flexible)

Skills required and responsibilities:

- Post job openings online as well as around campus
- Filing and organizing
- Prepare mailings, including electronic mailing lists (mail merge) in Excel and Access
- Student assistance, assist manager with Job Fair and events preparation
- Keep departmental materials updated and stocked
- Prepare additional documents as needed
- Other duties as assigned

*Strong Keyboarding and computer skills preferred
Student Work Study Employment offers students the opportunity to work while attending courses at Lewis and Clark Community College.

Applications for this position should be submitted to Kathie Allen in the Financial Aid Department located in BA 2450.