

**FEDERAL WORK STUDY JOB DESCRIPTION  
COX COLLEGE  
1423 N JEFFERSON  
SPRINGFIELD MO 65802**

**JOB TITLE:** Academic Resource Center Assistant

**DEPARTMENT:** Student Services

**REPORTS TO:** Director of Student Support

**RATE OF PAY:** \$9.50/hour

**LENGTH OF EMPLOYMENT**

The student will be allowed to work in the Federal Work Study program until their funds have been exhausted for the current fiscal year or until they resign or have been terminated for disciplinary reasons.

**JOB SUMMARY/PURPOSE**

Under general supervision, performs clerical and general office functions for the Academic Resource Center; provides information to students in the ARC or by phone and e-mail; works on special projects for the ARC.

**PRIMARY RESPONSIBILITIES**

The Student Life Assistant is a key player in providing excellent services to students in regards to the following key areas:

- Keeping hand-outs for various services in stock in the ARC.
- Providing friendly assistance over the phone for all students inquiring about services offered.
- Assisting in the collection of data from student surveys and evaluations.
- Assisting in keeping the ARC clean, bright and inviting.
- Assisting with communication to students on a variety of student services issues and activities.

**MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Communicate clearly and in a friendly manner with students, staff, faculty, and guests.
- Have an attitude of service and be able to work with other departments on collaborative projects.
- Maintain an up-to-date knowledge of services offered by the Academic Resource Center.
- Learn the general procedures and approach used by the ARC.
- Listen carefully to students, and direct them to the proper service or office.
- Be dependable, responsible, punctual, prepared, and organized.
- Maintain confidentiality.

See §675.18 Federal Work Study Regulations  
Rev. 06/15/2009