

Job Description and Scope: Student Assistant

Academic Success Center, Supplemental Instruction - Student Success Programs

Dates of Employment: Fall 2017 with potential extensions into subsequent semesters with supervisor approval

Hours of Employment: 10-12 hours per week

Compensation: \$9.25 per hour

Summary:

The Academic Success Center (ASC) and Supplemental Instruction (SI), in preparation for the grand opening of a new location to better serve the needs of Purdue students as they pursue their academic and co-curricular goals, are seeking driven and responsible undergraduate students for front desk positions for the Fall 2017 semester.

Description:

Student Assistants of the ASC/SI will be responsible for a variety of duties and tasks such as:

- Acting as the primary receptionist for students/guests to the center, providing excellent customer service through a warm welcome and answering any initial questions
- Notifying staff of appointment arrivals and queueing guests in an organized fashion
- Taking phone calls, responding to questions/concerns, and forwarding calls to appropriate parties when pertinent
- Utilizing the BoilerConnect kiosk system to book, cancel, or change appointments as needed
- Maintaining physical ASC/SI Center Space (Spot cleaning, refilling paper and other office materials, etc)
- Enforcing Center policies as necessary (Asking students to move or vacate spaces prior to SI sessions, addressing unruly students/guests, etc)
- Various administrative tasks (Copying, inputting data, creating forms/surveys, digitizing paper documents, etc)
- Assisting ASC/SI staff with various projects as needed
- Other duties as assigned

Qualifications:

- Current Purdue undergraduate student – actively enrolled for term of employment
- Proactive and independent worker
- Excellent communication, interpersonal, and organizational skills
- Strong computer/technology skills
- Willingness to collaborate and accept feedback
- Ability to meet deadlines
- Willingness to take on additional tasks
- Comfortable with ambiguity
- Positive attitude

In order to apply for the position, please follow the provided link and complete the corresponding application. **Application materials should include a letter of intent and a recent resume detailing relevant experience, as well as 2-3 references available to contact.** The position will remain open until filled.

[CLICK HERE TO APPLY](#)

More information about Student Success can be found at www.purdue.edu/studentsuccess. Information specific to the Academic Success Center can be found under Academic Support on the Student Success website or at www.purdue.edu/asc. Information specific to Supplemental Instruction can also be found under Academic Support on the Student Success website or at www.purdue.edu/si.