



**JOB CLASSIFICATION/TITLE: Transfer and Career Center Student Assistant – Student Worker IV**

**DEPARTMENT: Transfer and Career Center**

**REPRESENTATIVE DUTIES:**

- Serve as office assistant and provide coverage for Transfer and Career Center staff.
- Answer phones and forward callers to appropriate personnel or departments. Take messages.
- Perform clerical duties such as operate copier, fax, printer, and scanner.
- Filing and data entry.
- Responsible for folding counseling letters/documents for outgoing/incoming mail.
- Greet and assist students with college and career exploration using the Hartnell website and online resources.
- Create event publications such as, but not limited to: flyers, and Power Point/Prezi presentations.
- Assist with Transfer Day/College Night event, Career Fairs, and Panther Prep Days.
- Conduct campus tours.
- Be knowledgeable about transfer requirements and assist students with transfer applications in workshops and on an individual basis.
- Administer career assessments to students using online and paper formats of assessments.
- Compile resource handouts for students on topics such as: scholarships, career development and exploration.
- Maintain tables/bulletin boards around campus with Counseling /Transfer and Career Center material.
- Assist in the evaluation of center services by distributing surveys to students and entering data into appropriate files.

**KNOWLEDGE AND ABILITIES:**

- Excellent customer service.
- Good filing and clerical skills.
- Good communication skills.
- Strong Organizational skills
- Proficient in Microsoft Office
- Accurate keyboarding
- Dependable

**CONDITIONS OF EMPLOYMENT:**

- Must be enrolled in a minimum of 6 units at Hartnell College each semester.
- 15-20 hours per week (not to exceed 20 hours per week)
- Starting salary: \$ 16.50 an hour.

**APPLICATION PROCEDURE:**

- **A completed Hartnell College Application for Student Employment**
- **Submit the completed FWS Application to Fatima Barron via email at: [fbarron@hartnell.edu](mailto:fbarron@hartnell.edu) or drop-off in person at the Transfer and Career Center, Building C, 132**