



7000 Regency Square Blvd. Houston, TX 77036

Student Work Study Job Description

Job Title:	Student Work (Student Office Assistant-FWS)
Job Category/ FLSA Status:	Student/non-exempt
Location:	TBD Houston, Indianapolis, Fort Wayne
Department:	TBD
Pay Rate:	\$10.00 hr.
Employment Period:	TBD
Hours per week:	Up to 20 hours per week
Evaluation:	Performance Evaluation Schedule
Supervisor:	TBD

Position Description:

The Student Worker will provide assistance in a variety of office and customer service tasks, such as answering the phone, greeting and assisting students, staff, faculty, and potential students as needed; and making copies, filing, scheduling appointments, and other administrative and project duties as assigned.

Duties/Responsibilities:

- Answers, screens and routes calls to the appropriate staff after reviewing the caller's needs.
- Assists students and stakeholders in assigned service area.
- Performs routine clerical work as needed, such as copying, faxing, filing, returning calls, and others as assigned.
- Assists with various projects as assigned.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.
- Performs related duties as required.

Qualifications:

Required:

- High school degree or equivalent.
- Be a committed Christian and in good standing with a local church.
- Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation.
- Federal Work Study program positions require:
 - Completion of the Free Application for Federal Student Aid (FAFSA) annually.
 - Be a "needy student" as defined by federal regulations for determining eligibility for federal student aid.
 - Enrollment in a minimum of 6 credit hours per semester.
 - Meeting Satisfactory Academic Progress (SAP).
 - Citizen of the United States, a U.S. national or permanent resident or an individual granted asylum by the Immigration and Naturalization Service may also be eligible.

Preferred:

- Bilingual in English and Spanish (speak, read, and write)

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Demonstrated customer services and communication skills.
- Ability to work with a diverse population.
- Ability to maintain confidentiality of information.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn various software and systems as required by the college or service providers.

Mobility/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 10 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Typical office and educational environment

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.