



Federal Work Study Job Description

2019-20

July 1, 2019 - June 30, 2020

Job Title: Admissions Assistant

Site Supervisor *: Eyvo Johnson

Department: Admissions

Location: Student Center

Phone: ext 2435

E-Mail: ejohnson@harford.edu

Job description/specific duties:

Number of Students Requested: 2

- Greet prospective students and guests to the student center.
- Answer the phone lines for Admissions and the general HCC line.
- Assist prospective students with signing in to meet with an ADM representative.
- Assist students with logging in to OwlNet, OwlMail and register for classes.

Special abilities/skills required:

- Customer service skills, in-person and on the phone.
- Familiarity with the registration process and OwlNet.

Work schedule:

Work hours are flexible and can be arranged to fit the student's schedule:

Monday – 8:30-1:30, share the shift with another FWS

Tuesday - 8:30-1:30, share the shift with another FWS

Wednesday - 8:30-1:30, share the shift with another FWS

Thursday - 8:30-1:30, share the shift with another FWS

Friday - 8:30-1:30, share the shift with another FWS

Saturday - _____

Sunday - _____

Total hours per week requested per student: 15-20

RATE OF PAY: \$10.50 for all students and positions (subject to change if minimum wage increases)

Check semester(s) covered by this request:

- Year-Round (July-June)
- Fall (September – December)
- Spring (January – May)
- Summer (June – August)

Additional comments:

** Contact Site Supervisor to interview for this position.*

Date of Request: ASAP

If you have a particular student you would like to request, please email Robin Sullivan with the name of the student.