

***NAPA VALLEY COLLEGE
STUDENT WORK STUDY
JOB DESCRIPTION***

TITLE OF JOB: STUDENT OUTREACH **POSITION UPDATED:** JUNE 2018
 ASSISTANT

DEPARTMENT: VARIOUS

GENERAL PURPOSE:

To provide accurate and useful information, assist outreach personnel with on - and off - campus outreach activities, assist with presentations, and provide general program support. Student Outreach Assistants will gain leadership skills, and experience making outreach presentations.

DUTIES:

Work under minimal supervision. Assist outreach personnel with outreach events, projects, and activities at both on-campus and at off-campus locations as directed. Comfortable with computers and computer software. Communicate effectively and tactfully in both oral and written form. Handle confidential information. Perform general office duties; answer telephones, take messages, typing, filing, give and take directions, and sort and distribute incoming mail, do photocopying, schedule appointments, print transcripts, registration copies, and pull files. Sensitive data input from various student forms and applications related to student's eligibility and awards. Other assignments as necessity and time allow. Bilingual skills may be required.

SKILLS REQUIRED:

Must be self-motivated, engaging, flexible, friendly, comfortable talking to strangers, respectful, sensitive and understanding for the diverse academic, cultural social and educational backgrounds of community college students. Must be familiar with campus offices, locations, programs and services. Must be willing to travel, and work evenings and some Saturdays.