

FEDERAL WORK STUDY PROGRAM

College Automotive Technology Worker

Location: Henry Campus 8:00a. – 4:00p

Supervisor: Seth Massey Pay Rate: $10.00

Under general supervision, provides assistance to students, instructors, staff members and the general public while working in the Automotive Technology department. Greets visitors in a pleasing manner; determines the nature of their business, and provides appropriate information to other employees as needed; answers, screens and routes telephone calls promptly and courteously to appropriate staff; delivers complete, accurate and legible messages in a timely manner. Properly responds to all inquiries and requests for information in a courteous and timely manner.

Assists with setting up and maintaining the lab and classroom areas; ensures necessary equipment and/or materials are available in preparation for classes; assists with data entry of automotive shop activities to include: car type, car repairs, car owner information and student work log; assists with maintaining an orderly and clean environment in and around the office and lab; maintains hand tools and lab materials; and assists with setting up lab projects, etc.; performs other duties as necessary.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
Knowledge of automotive terminology, repairs, tools; knowledge of automobile make and models; knowledge of Microsoft software applications; Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. knowledge of college activities and operations; ability to utilize a copy and fax machine; must have the ability to bend, climb, lift, stoop and crawl; ability to lift up to 25 pounds and demonstrates a professional demeanor when interacting with customers.

SPECIAL NOTES:

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

Applicants scheduled for interviews will be notified of the status of the position.

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