

FEDERAL WORK STUDY PROGRAM

College Distance Education Worker

Location: Griffin Hours: 8:00AM-5:00PM Hourly Rate: $10.00

Supervisor: Jennifer Edwards

Under general supervision, provides assistance to students while working for the Distance Education department. Organizes and facilitates student training on basic Blackboard use, student email use, and Banner Web use cooperatively with Academic Support Service staff. Works with Distance Education staff to determine content for training and individual sessions. Participates in training as directed to stay current in the use of technology at the college. Provides additional support to Distance Education staff as needed.

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:**
Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Knowledge of proper etiquette; professional dress; knowledge of college activities and operations.