

FEDERAL WORK STUDY PROGRAM

College Student Navigator (KOBE)

Location: Griffin, Henry

Supervisor: Dr. Kelby J. Lamar Hours: 9:00 a. – 6:00 p. Hourly Rate: $10.00

Under general supervision, aids students, instructors, staff members and the general public while working collaboratively with the KOBE Project Director and Director of Outreach. Greets college 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.

The Federal Work Study Student for the Keen on Being Excellent Program would be available to assist with clerical duties such as printing, copying, and scanning. In addition, these students would assist with event set-up and take down throughout the course of the academic semester for all KOBE related activities. The Federal Work Study student would also market and advertise for the KOBE program on their assigned campus by attending class presentations with the Director of Outreach, and distributing materials across campus, including flyers, handbills, etc.

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 phone etiquette; ability to maintain professional dress; knowledge of phone system operation; and knowledge of college activities and operations; ability to utilize a copy and fax machines; must be detailed oriented.

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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