



RCC WORK STUDY JOB OPENING - 2022 - 2023
HOURLY WAGE: \$15.00
SEMESTER(s): Fall 2022 and Spring 2023

JOB TITLE: Advising Center Office Assistant

JOB DESCRIPTION:

- Check students in for advising appointments and walk-ins
- Assist with increasing efficiency by answering incoming phone calls and screening students to determine their next course of action
- Assist the Director and other staff to increase effectiveness and efficiency of the procedures and processes of the Advising Office
- Other office duties as assigned

JOB REQUIREMENTS:

- Be a degree or certificate seeking student at RCC in good academic standing
- Good communication and interpersonal skills
- Must be reliable and punctual for scheduled hours
- Must be able to use discretion when handling sensitive and/or confidential information

PREFERRED MAJOR(s): All

NUMBER OF POSITIONS TO BE FILLED: Two; Preferred hours would range from 11 am to closing (Mon/Thurs-6pm, Tues/Wed/Fri- 5pm).

CONTACT INFORMATION:

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CAMPUS LOCATION:

Academic Advising

Building 2

Room 100

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