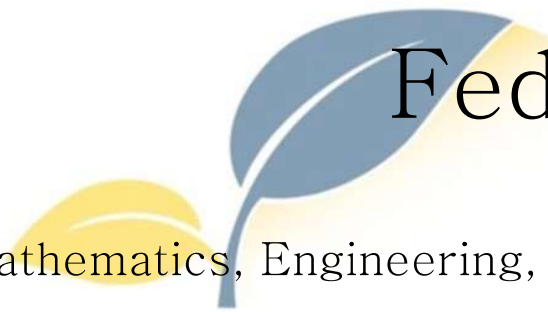




Federal Work Study

Job Description

Mathematics, Engineering, Science and Achievement (MESA)

Please note that you must be eligible for Federal Work-Study to apply for this position.

Title of Position:

College Assistant I – Front Desk
\$17.00

Supervisor/Person to Contact:

Amy Foote
amy.foote@canyons.edu
(661)362-3098

Will schedule be arranged around student's classes? Yes ☒ No ☐

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Answering the MESA center phone
- Greeting all students that walk in
- Making sure all students check in
- General filing
- Checking out material professional atmosphere in the center
- Checking MESA mail

Job Qualifications:

- Good customer services skills
- Able to speak clearly
- Professional
- Punctual
- Organized
- STEM background a plus, being a MESA student a plus, no other experience necessary

Student Employment Office

Please note that you must be eligible for Federal Work-Study to apply for this position.