22 March 2012

**Job Title: Student Services Registration Assistant**

**Wage/salary:** 8.25

**Job Description:** To assist in the registration office on the second floor. Students will be helping new students with class schedules, registration concerns, and assisting the Registrar and the International Adviser.

**Qualifications:**

- Prefer second-year students who have completed IT-101 and 102 and English 101.
- Must have good communications skills, be customer-service oriented and strong computer skills.
- Students need to be flexible with their schedules.
- Must be personable in working with other staff employees.

**Apply:** Please hand in your resume and a copy of your class schedule to Registration on Level 2