



Caldwell Community College and Technical Institute

Financial Aid Office • Phone: 828-726-2713 • Fax: 828-726-2709

Federal Work Study Position Description

Position Title:

Student Life Work Study

Supervisor Name:

Maggie Murray

Department:

Student Development

Supervisor Phone Number:

726-2301

Physical Job Location (room/building):

E Building - Student Lounge

Approximate Hours Per Week:

total 15 - 20 hours per week -- 2 at 7-10 hours or 1 at 15

Position Requirements

Friendly, welcoming attitude.
Self starter.
Ability to lift at least 10 pounds.

Primary Job Duties

Assisting the Director of Student Life and Engagement in creation and execution of campus activities; assisting in management of food pantry, bulletin boards and outdoor games; assisting in supervising student lounge.