

KANSAS STATE

U N I V E R S I T Y

Academic Achievement Center

AAC Student Office Staff Job Description

Job Title: Student Office Staff
Department: Academic Achievement Center
Compensation: \$9.50/hr
Status: Part-time (up to 20-30 hours per week for on-campus jobs)

Job Summary:

Student Office Assistants will work in Holtz and/or Holton to provide high quality care and support to students by helping to connect them to Academic Achievement Center or other Student Success resources.

Job Responsibilities:

- Ensure that students check in and out of tutoring sessions
- Schedule appointments
- Show students how to schedule their own appointments
- Inform students of cancellation and no-show policies
- Collect and record information for global campus or other tutoring requests
- Make referrals to other campus resources when appropriate
- Welcome building visitors
- Answer phones and take accurate and complete messages
- Monitor and respond to AAC emails
- Other tasks as requested

Qualifications:

- Must be a Kansas State University student enrolled in at least 6 hours
- Must maintain a cumulative GPA of 3.0 or higher
- Well-organized
- Effective and consistent verbal and written communication skills
- Commitment to maintaining an inclusive environment

Kansas State University embraces diversity and promotes inclusion in every sector of the institution. The university actively seeks individuals whose commitments and contributions will advance the University's dedication to the Principles of Community.