

Student Success Center Student Worker

SSC Student Worker Position Description

This position is a semester or academic year assignment, approximately 12-20 hours per week, reporting directly to the Student Success Coordinator.

Qualifications & Requirements

- Student Workers must have and maintain a cumulative and semester GPA of 2.5 or higher.
- Be currently enrolled as a student at ATU- Ozark Campus in good academic standing.
- Must be 18 years or older.
- Be available to work 8-15 hours per week.
- Work Schedule: Flexible with class schedule; office is open Monday-Friday from 8:00 am - 5:00 pm
- Participate in monthly ongoing training/meetings with the Student Success Coordinator.
- Possess strong people, helping, and oral communication skills.

Preferred Qualifications

- Has a cumulative and semester GPA of 3.0 or higher
- ATU student with 3 or more credit hours completed.
- Both College Work Study & Non-Work Study eligible
 - College Work-Study eligible. If not sure, check with Financial Aid:
 - Julie Schmalz, Associate Director of Financial Aid
 - 479-667-3111 | jschmalz2@atu.edu

General Responsibilities

1. Provides office assistance to the department by assisting staff in routine clerical duties and responsibilities.
2. Provides assistance in greeting all visitors, taking messages, and directing visitors to appropriate staff members.
3. Assists in file and records maintenance.
4. Assists in the preparation and implementation of departmental project/program activities.
5. Provides general information and/or training regarding projects/programs.
6. Performs other related duties as assigned.

Fall 2023 SSC Tutor Calendar

Below are important dates for SSC tutors to be aware of including university-recognized holidays and start/end dates for the term:

August 23	First Day of Fall Semester
August 23	First Day

Student Success Center Student Worker

August 29	Last day to officially withdraw/drop courses with full reduction of tuition and fees
September 4	Labor Day Holiday*- Off
September 7	Last day to officially withdraw/drop courses with 80 percent reduction of tuition
October 5-6	Fall Break- Off
October 11	Mid-Term
November 22	Last day to drop courses with a "W" or change from credit to audit
November 22-26	Thanksgiving Holiday Break- Off
December 6	Last Day
November 30- December 12	Finals

Compensation

Student Workers are compensated hourly at a rate of \$9.25/hour.

Required Documents

[Complete Application Here](#)