

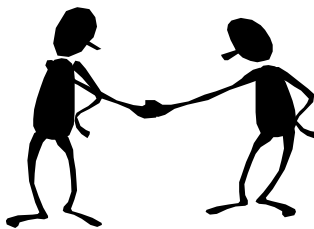
Intake Assistants Wanted!

CLAS is looking for **enthusiastic, customer service-oriented, and self-motivated people** to become **Intake Assistants** for the next academic year.



If you are a good student who is interested in helping other students to succeed then CLAS needs you!

Come be part of our team.



Job Description: Intake assistants greet and process incoming students at the CLAS Drop-in desks and front desk, answer questions about services, directs students to appropriate CLAS programs, and recommend appropriate services in other departments. Intake assistants also assist with light clerical duties.

Time Commitment: Six to eleven (6-11) hours per week, Monday through Friday, for an entire academic year.

Compensation: Intake Assistants are compensated on an hourly basis according to the published salary scales.

Requirements: Must have excellent interpersonal and communication skills and an ability to perform tasks accurately with frequent interruptions. Also, must possess excellent problem-solving skills and a willingness to help others. Knowledge of CLAS services and second-year status is preferred. A recommendation from a previous employer is preferred for this position.

Application: Complete the [Employment Application](#) available at CLAS website. Turn in application to front desk located at 3210 Student Resource Building. (Due by Friday, May 11, 2018.)