

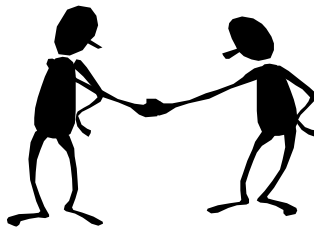
# Intake Assistants Wanted!

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, 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 Monday, May 1, 2017.)