



FOLSOM LAKE COLLEGE ON-CAMPUS EMPLOYMENT JOB ANNOUNCEMENT

Job Title:
Student Success Support Team Member

Department: Welcome & Student Success Center

Supervisor: Angie Williams
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Application Deadline: **April 24, 2015**

Phone #: x6706

Job Description:

The student success support team is the group of student and classified staff employees who operate the Welcome & Student Success Center, “the Center”. The Center is the place where students will come for various reasons pertaining to their educational goals. A Student Success Support Team member will be someone who is genuinely interested in helping students meet with their educational goal(s). Team members help students successfully navigate the educational system at Folsom Lake College. The team member’s responsibility is to ensure students receive the assistance they need with the resources in the Center and beyond.

Requirements:

Applicants must be a current FLC student taking a minimum of 6 units and be in good academic standing with a GPA of 2.5. Students must be flexible, have effective communication skills and great leadership skills. Students must be a positive role model and represent Folsom Lake College in a professional manner. The ability to engage with underrepresented students is essential to this position. In addition, a good basic working knowledge of word processing documents, spreadsheets, email, online learning management system (D2L) and e-Services is a plus.

Work Hours:

Monday – Thursday 8-12, 12-4, 4-8
Friday 8-1, 1-5