Student Employment Position Announcement

Award Year: 2016/2017

Campus: MVC

Department: Communication Studies

No. of Positions: 2 to 4

Employment Dates: early as the week preceding the semester start, as needed

Salary: $10/hr

Desired hours of Employment: Flexible Tuesday-Thursday 7:30AM-3PM
                      Friday 7:30AM-12PM

Communication Studies Lab Monitor

Job Description:
In the CommCenter: check students in and out, monitor students within the center, assist with recording/computer equipment in breakout rooms (training will be provided), check out textbooks/films as needed, facilitate Media library, log daily activities, assist faculty tutors Additional department work may consist of typing, filing, phone calls, creating promotion materials, etc (aide to Dr. Uhl & Dr. Moss)

Skills Required:
Needed: Pleasant personality to be the "face" of the CommCenter but "firm" enough deal with incidents; basic Microsoft office skills, initiative & self-reliant, professional demeanor, integrity

Supervisor/Contact:
Drs. Suzanne Uhl & Dave Moss x5625 & x5626; suhl@msjc.edu & emoss@msjc.edu

For information about student employment opportunities at MSJC:

www.msjc.edu/StudentEmployment