

Department Name: Enrollment Services

Job Title: Student Enrollment Assistant

Pay Level and Rate: \$11+/hr. (Based on your FWS award and experience)

Work Hours: Monday-Thursday: 8:00am-6:00pm 8:00-am-5pm Friday - 19.5 hrs. per week  
max

Duties / Qualifications: Welcome students to the Enrollment Center, answer enrollment and registration questions, provide general information and directions to appropriate services; assist students using self-service computer stations, create student id cards, and operate virtual waiting line technology; assist with special events and projects; provide general office support (i.e.: document scanning, filing, data entry); assist students via phone and by email. Multiple positions available. Required qualifications: excellent customer service and communication skills, experience using computers, excitement about MCC and a desire to help other students.

Work-Study Student Process:

- To apply, please submit the attached application with a cover letter and resume to the contact listed below.
- You will be interviewed and may be required to fill out a department job application.
- **Reminder**, you are applying to work in a professional environment. We recommend you dress appropriately and represent yourself professionally. If you would like assistance with any aspect of your job search, please visit Career Services.
- Once you are hired, go to Campus Personnel to complete employment paperwork.
- Visit the Financial Aid Office if you have not been awarded Federal Work Study (FWS).
- You can work a **Maximum** of 19.5 hours per week. However, the actual number of hours worked will depend on your supervisor and the amount of FWS funds awarded.

Contact Person: Admissions & Records Staff

Email: admissionsandrecords@mesacc.edu

Campus Location/Room #: Southern & Dobson Campus, Enrollment Center Bldg. #39

**Note: Students may not work until the FWS job hire document is approved. Check with your supervisor for its status. This process may take 7-10 working days.** Human Resources will enter the new employee into our Human Resources Time and Labor system. After the student is entered this system, they may begin to work.

**Mesa Community College  
Enrollment Services  
Federal Work Study Application**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#(\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Required Skills:**

- ✓ Excellent customer service and communication skills
- ✓ Knowledge of MCC programs and services: my.Mariocopa.edu
- ✓ Ability to use discretion and keep confidentiality
- ✓ Experience using computers, general office skills

**Past Employment Experience (if any):**

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Type of Work \_\_\_\_\_

Type of Work \_\_\_\_\_

Why do you want to work with Enrollment Services? \_\_\_\_\_

Describe your previous customer service experience: \_\_\_\_\_

List your office skills: \_\_\_\_\_

**Available work schedule**

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.