Student Employment Position Description

Rate of Pay: $12.00/hour

Location: Student-Parent Support, Student Affairs

Supervisor: Brigett Hippen, brigett.hippen@pine.edu

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities:
- Position is designed to work closely with PTCC Student Life and Childcare Aware to support PTCC Student-Parents
- Work closely with PTCC Student Life Advisor to connect PTCC Student Parents with resources to help them balance their responsibilities as students, parents, and most recently teachers.
- Work with PTCC Student Life Advisor to grow student parent web presence with a focus on child literacy and math resources. In addition, resources to help Student Parents with time management and improved access to student support resources.
- Work closely with Child Care Aware to provide constituents with resources out on the Child Care aware website.

Required Skills / Job Qualifications: This position will be a positive reflection on the college. Knowledge of Microsoft Office and computer skills are necessary.

Learning Objectives:
- Critical Thinking - strong interpersonal skills with excellent oral and written communication skills, ability to work with a team as well as independently, a willingness to seek and participate with a variety of campus projects that is self-directed.
- Data Confidentiality - be aware of data privacy policies and procedures.
- Professionalism - Reliable and punctual-must possess a professional mindset, attention to detail, organizational skills, willing to do a variety of duties with flexibility

If you are interested in this position, please email the following items to Brigett Hippen at brigett.hippen@pine.edu, with “Student Employment” in the subject line.
- Hours you are available to work
- Contact information and best way to reach you
- Previous work experience

*Most positions are August—May, with the possibility to work over Summer break.
**Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.