

Kalamazoo Valley Community College

Work-Study Request Form

Employment Information

Job Title: Enrollment Management Welcome Desk Associate

Pay Rate: \$ 11.00 hourly

Department: Enrollment Management

Campus & Location: Kalamazoo Valley Texas Township Campus
6767 W O Ave
Kalamazoo, MI 49009

Responsibilities: Greet students, answer phones, schedule appointments, clerical help, participate in calling campaigns, and assist students in locating classrooms.

Job Qualifications: We are looking for an enthusiastic, friendly face to work at our welcome desk in the Student Commons. Must be comfortable answering phones and escorting students to classrooms. Knowledge of Microsoft Office is preferred.

To apply complete the Financial Aid Adjustment Form and contact Derik at **269-488-425. To be eligible you must have valid FAFSA on file and demonstrate financial need.

** For information please visit the Financial Aid Office at Texas Township or call **269-488-4340**.