

# Kalamazoo Valley Community College

## Work-Study Request Form

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### Employment Information

**Job Title:** International Student Services Assistant

**Pay Rate:** \$ 11.00 hourly

**Department:** International Student Services

**Campus & Location:** Texas Township Campus  
6767 West O Ave.  
Kalamazoo, MI 49009

**Responsibilities:** Contact prospective students regarding applications, assist in planning student activities, copy image and file documents, data entry, provide customer service to current and incoming students, assist with social media and outreach, assist with admission processing and other clerical support.

**Job Qualifications:** Strong communication skills, familiarity with database and word processing, other clerical support.

\*\*To apply complete the Financial Aid Adjustment Form and contact Derik Redding at **269-488-4252**. 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**.