

Kalamazoo Valley Community College

Work-Study Request Form

Employment Information

Job Title: Office Assistant – Food Innovation Center

Pay Rate: \$ 11.00 hourly

Department: Food Innovation Center

Campus & Location: Food Innovation Center
224 E. Crosstown Parkway
Kalamazoo, MI 49001

Responsibilities: Reception: open doors directing students and other visitors to classrooms/labs, answering phones. Data Management support: updating electronic visitor log from paper logs, other data entry as assigned. General office support.

Job Qualifications: Customer service skills/mindset, flexibility and adaptability. Basic computer use: Excel, Airtable, Local Food Marketpalce.

****To apply complete the Financial Aid Adjustment Form and contact the Financial Aid Office at 269-488-4340. 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.**