

Kalamazoo Valley Community College

Work-Study Request Form

Employment Information

Job Title: Student Strengths Development Office Assistant

Pay Rate: \$ 11.00 hourly

Department: Student Strengths Development

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

Responsibilities: Assist the Student Strengths Development staff with filing, data entry, student outreach, learning Clifton Strengths Philosophy and facilitating the Strengths assessment. Assist with promoting Strengths on social media, event support, and other general office duties.

Job Qualifications: Strong communication, presentation, relationship-building, and organizational skills. Knowledge of computer systems, Microsoft Office and experience with social media platforms. Ability to learn content quickly and work both collaboratively with a team, and independently to prioritize and complete tasks.

****To apply complete the Financial Aid Adjustment Form and contact Derik Redding at 269-488-4253. 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.**