

Student Business Center - Essential Job Functions and Expectations

- Show up on time and work assigned office hours.
- Attend all training sessions, meetings, events and activities as assigned for the position.
- Strength with all Microsoft Office Suite applications.
- Conduct trainings for new hires.
- Schedule and assist with meetings, activities and social events for Student Programs.
- Develop relationships with new students, current students, and outside professionals.
- Cash Handling and Sales

Do you like working with people? Do you want to make a difference? Come join the Student Business Center!

When you join our team, you will learn how to assist your fellow students with...

- Add money for student printing accounts
- Purchase movie tickets
- Make a Student ID card
- Answering general questions about the campus and resources available to students