



NEVADA
State High School

233 North Stephanie St. // Henderson, NV 89074

Office of Administration, Job Posting // p: 702-953-2600 // f: 702-953-2608 // www.earlycollegeNV.com

Student Worker

Wage: \$8.50/hour

Tentative Begin Date: Based on Availability

CLOSING DATE: Open Until Closed

GENERAL PURPOSE OF THE POSITION

Under the direction of the Chief Academic Officer and/or designee, the purpose of this position is for monitoring and advocating for current or new students, performing duties associated with processing student applications, assisting with office duties, contact forms, answering the phone, filing and logging forms, and other duties as assigned. Based on the availability, need, and experience, a student worker may assume different roles that include, but are not limited to student success advocate, registration advocate, or generalist.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Monitor, document, assist and advocate on behalf of students to perform successfully in a college environment; and
2. Answering the telephone, providing information and assistance, taking/relaying messages to appropriate personnel; and
3. Performing customer service duties; greeting visitors, and providing information/assistance regarding inquires about Nevada State High School; and
4. Assisting with academic planning and scheduling; and
5. Provides for support with registration, clerical, and front office work; and
6. Providing office support; and
7. Providing input, support, and attendance at new student informational meetings; and
8. Operating a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and other programs, and
9. Provides for a neat, clean, and orderly work environment; and
10. Serving as an example student for NSHS

The list of essential duties, as outlined herein, is intended to be a general representation of the tasks performed by a student worker. It is not necessarily descriptive of any one role and the omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to a different role.

MINIMUM REQUIREMENTS OF THE POSITION

The candidate must be a student at Nevada State High School; supplemented by little or no previous experience or training, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job duties. Has a willingness and capability to be attentive to detail, to be helpful to others, agrees with the school's mission, and is available to begin employment before 10/1/2014. Students must meet the following requirements:

- Must be an 11th or 12th grader currently at NSHS
- Must be in excellent academic standing (pass all class for fall semester and meet all deadlines)
- Must be targeted for enrollment in a math class higher than MATH 096 by end of fall semester
- Must have submitted all documents in a timely manner
- Must be proficient in all proficiency exams pending writing results
- Must be available to work 8am – 3pm (fall hours) and MW or TTh all Fr. For fall 2014 with some flexibility
- Must exhibit positive and supportive behavior with preferred Gold Level WorkKeys score

APPLICATION PROCEDURE

Nevada State High School students meeting the minimum qualifications are invited to submit a letter of interest, complete resume, application to the Chief Operations Officer, Dr. John Hawk. Nevada State High School is actively seeking to fill this position in a timely fashion. Initial review of applications, resumes and questionnaires will begin on Monday, October 6, 2014 and will continue regularly through October and November 2014. Check back here frequently to see the most current status of this position. Information can be brought in person or through e-mail to jhawk@earlycollegenv.com (Adobe .pdf versions only).

EQUAL OPPORTUNITY EMPLOYER

Nevada State High School is an equal opportunity employer and does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, sex, age, national origin, religion or disability.