TEEN HYPE
Federal Work-Study Job Opportunity

Position(s): #1

Job Title: Student Assistant/Student Intern

Begin & End Dates: August 20, 2013-August 19, 2014

Work Schedule: Flexible according to student’s class schedule
School work day: 8:00 a.m.-3:00 p.m.
Begin & End Times: Student intern can begin as early as 7:00 a.m.

Duties:
Include, but not limited to Main office and clerical responsibilities – i.e. answering phones, preparing and formatting computerized documents, organizing mass mailings, troubleshooting student concerns, handling minor parental concerns, academic tutoring during study seminar and/or during after school programs, assisting administration with implementation of programs and activities (staff developments, Parent Teachers Conferences, student assemblies, etc.)

Qualification:

- Previous experience in working with youth
- High School Diploma or GED equivalent
- Experience in office setting preferred but not required
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
- Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of Wayne County Community College District.

Required:

FWS students must be drug-free, Possess regular and timely attendance; professional attire and demeanor; corporate speaking voice for interpersonal and personal interaction; ability to take written instructions and notes; basic computer skills; ability to receive directions and to work with little or not supervision; ability to get along well with others; etc.

Preferred:

Self-starter; one who takes initiative to offer ideas & creativity; one who takes opportunity to learn as much as possible for the position.

For more information, please contact
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