

# **Wartburg College Student Employment Job Description**

**Department:** Pathways Center

**Supervisor:** Office Coordinator (immediate supervisor); also report to Pathways Center Director and all professionals in Pathways

**Position:** Pathways Peer

**General Job Purpose:**

Assist with clerical work, complete projects and provide information to student clients, faculty, and staff regarding all Pathways Center services.

**Duties and Responsibilities:**

- Help students find and utilize resources in the Pathways Center Resource Lab.
- Conduct tours of the Pathways Resource Lab as requested.
- Provide outreach programming and workshops as needed.
- Make appropriate referrals to Pathways divisions and other campus services.
- Assist with updating and organizing resources in the Pathways Resource Lab.
- Manage special events/projects.
- Review students' resumes, cover letters and portfolios, and provide appropriate feedback.
- Assist with the collection and tabulation of data needed to complete the annual Graduate Status Report and assessment of Pathways services.
- Input full-time, part-time, and summer job opportunities into the Knightlink database
- Coordinate testing accommodations within the Pathways Center
- Perform general office duties
- Maintain confidentiality
- Perform other duties as assigned

**Job Qualifications:**

- Good academic standing
- Excellent customer service orientation
- Strong communication skills
- Knowledge of (or willingness to learn quickly) about resources and programs on campus
- Ability to work as part of a team and independently
- Attention to detail
- Ability to take direction and to take initiative
- Intermediate skills in Microsoft Office suite (Word, Excel, Power Point). Desk-top publishing and web design experience desired but not required.