Position Purpose: To provide support to students and staff by answering questions, maintaining the Student Resource Hub, selling concessions and supporting students in general.

Qualifications & Responsibilities: Microsoft Excel and Word knowledge is a plus. Strong speaking and organizational skills. Basic math skills. A strong love for interacting with the public.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
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<tbody>
<tr>
<td>Work in the Student Resource Hub</td>
<td>Facilitate resource office operations including the book exchange, ASPCC fund raisers,\n</td>
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<tr>
<td>Assist and Support the ASPCC Team</td>
<td>Promote ASPCC events, programs, and initiatives. Attend weekly General Council\n</td>
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Requirements and Compensation

Requirements:
- Serve from June 2016 through June 2017
- Attend all the mandatory trainings and meetings
- Successfully complete at least 6 PCC credits per term employed
- Take at least 1 class at Southeast Campus per term
- Have and maintain a GPA of 2.5 or above
- Volunteer 3 - 5 hours in fall, winter and spring terms
- Work up to 10 hours per week in the fall, winter and spring terms

Compensation: $9.75 per hour

**ASPCC is an Affirmative Action/Equal Opportunity Employer. Women, people of color, people with disabilities and people of all ages, ethnic backgrounds, religions, political views, sexual orientations, height/weight ratios, gender identity expression, marital and veteran status are encouraged to apply.**