



# Muskegon Community College Student Employee Position Description

Please fill this form out completely with the exact requirements you are looking for regarding the position that is available within your department. Upon receipt of the description, it will be posted on the online Student Employee website and resumes will be made available to you of interested students for your review.

Department: \_\_\_\_\_ Division: \_\_\_\_\_  
Budget Code: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Qualifications:

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Preferred Skills:

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| <input type="checkbox"/> Athletic Assistant      | <input type="checkbox"/> Keyboarding      | <input type="checkbox"/> Microsoft Excel      |
| <input type="checkbox"/> Audio/Visual Equipment  | <input type="checkbox"/> Lab Work         | <input type="checkbox"/> Microsoft Outlook    |
| <input type="checkbox"/> Bookkeeping             | <input type="checkbox"/> Library Work     | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Clerical/General Office | <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Microsoft Word       |

JOB DESCRIPTION:

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HOURS DESIRED/NEEDED: (Timeframes)

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ADDITIONAL INFORMATION:

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