



Adrian College

Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department: Institute for Career Planning

Supervisor: Janna D'Amico

Job Title: **Student Worker:** Program Assistant, Track & Explore/CP Office

Location: 210 Caine Student Center

Purpose of Position: To assist the Institute for Career Planning with office functions and the Track and Explore program functions.

Beginning and End Date: 2024-2025 Academic Year

Job Description:

Work as a Program Assistant in the Institute for Career Planning for the Adrian College and Michigan International Speedway, Track, and Explore Program. This program brings area schools to MIS for field trip experience in STEM. The Program Assistant will provide clerical support and communication for the program. This position will also assist in office coverage for the Institute for Career Planning.

- Track data for the program
- Update flyers
- Update school contact list
- Communicate with area schools to answer questions and request forms
- Schedule field trip days with schools and send confirmation of date
- Answer and return phone calls
- Communicate information and update co-workers within the program
- Email program information and follow up on responses
- Record returned field trip forms
- Support the Institute for Career Planning with various office tasks as needed
- Perform other duties as needed

Rate of Pay: This is a part time student employment position at \$10.33 for hours worked.

Hours: Up to 10 hours per week unless otherwise approved.

Required Job Skills: organized, excellent writing and oral communication skills, accuracy and attention to detail, strong customer service skills, and ability to work independently. Computer skills are necessary.

Remarks: Track and Explore will hire students to run field trips for the Month of May, it is desired that Program Assistant will be interested in working for the month of May to run field trips with other AC students. Students who apply to work the Track and Explore program have an interest in working with youth, are interested in teaching or leading a group and like the sciences. Office information: Office hours are M-F from 8:30am to 5:00pm, business casual dress required. Desired GPA is 2.5 or above.