

Student Employee II**Wage A:** \$8.00**Wage B:** \$8.25**Summary:**

Assists in a variety of routine functions in support of an office or department, usually following well established policies, procedures, and methods.

Distinguishing Characteristics:

Student Worker II performs routine functions in support of an office or department with public contact. This position requires basic knowledge of the terminology, practices, and procedures of the office or department depending on assignment and the ability to interact positively with students and/or the public.

Essential Duties and Responsibilities:

- Examples of duties and responsibilities are typing, filing, telephone answering, parking enforcement, pool life guarding, water safety instruction, referee, cashier/clerk, tutor.

Knowledge and Skills:

The position requires skills in the use of typical equipment or tools of the office or department and basic knowledge of the subject matter.

Abilities:

Requires the ability to understand and carry out oral and written instructions and complete assignments. Requires the ability to use good judgment to fulfill tasks. Requires the ability to safely operate equipment and tools associated with the position.

Education and Experience:

Enrollment in College of the Redwoods is required. Eligibility for Federal Work Study is desirable. Enrollment in classes or course of study similar to the course of employment is desirable.