

STUDENT SERVICES ASSISTANT
Office and Technical Support – II

Applications are being accepted from qualified candidates for a full-time Student Services Assistant at Wisconsin Indianhead Technical College [New Richmond](#). This position provides high levels of excellent customer service to internal and external customers, students and staff.

MINIMUM QUALIFICATIONS

Core Abilities

WITC seeks to employ individuals with talent, commitment, enthusiasm, strong interpersonal skills and the ability to:

- ✘ Assess own learning and progress toward established personal and professional goals.
- ✘ Demonstrate creativity, critical thinking, and problem-solving skills.
- ✘ Communicate effectively in personal and group settings.
- ✘ Contribute to a diverse, respectful, and inclusive working and learning environment.
- ✘ Effect change and demonstrate flexibility and positive leadership.
- ✘ Acquire and apply technology to working and learning.

Education/Training/Experience & Skills

1. Two years related post-secondary education/training OR four years related work experience, OR a combination of related post-secondary training/education and work experience totaling four years.
2. Knowledge of and proficiency in the use of a computer, computer applications and software such as email, word processing and spreadsheet programs.
3. Ability to contribute to a team environment.
4. Strong customer service skills and ability to work well with students, staff and faculty.
5. Knowledge of current office practices and procedures and skill in their application.
6. Ability to be detail-oriented, well organized, to work independently on assigned tasks, and to work under pressure.
7. Ability to keyboard 40 net words per minute.

NOTE: In the assessment of credentials, a higher rating may be given for education/training, skills and experience beyond the minimum qualifications.

TESTING: **Applicants must attend the keyboarding testing session. No further communication will be sent regarding the testing session.**

The keyboarding test is scheduled as follows:

DATE: Thursday, July 17, 2008
TIME: 5:30 p.m.
PLACE: WITC New Richmond
 1019 S Knowles Ave
 New Richmond WI
 Room TBA – check in at front desk

Job Description: [.PDF \(Adobe\)](#)

Application Procedure: Your application will be considered complete when we have received:

1. A completed WITC Office and Technical Support Employment Application. An application may be obtained by clicking on [.PDF](#) or by phoning 800/243-9482 OR 715/468-2815, Ext. 2278. TTY#: 888/261-8578. **NOTE:** If you are having difficulty downloading this application, please see **Quick Help Tips** below.
2. A cover letter addressing the qualifications for the position
3. A resume
4. Originals or copies of official college transcripts, if applicable

WITC does not accept application materials via email.

Indicating “see resume” in blanks does **not** constitute a completed application. Application materials must be postmarked by **July 16, 2008**. Faxed application materials will be accepted until the postmark date. WITC is not responsible for incomplete faxed materials. WITC does not accept application materials via the internet. Submit application materials to:

Human Resources
WITC Administrative Office
505 Pine Ridge Drive
Shell Lake WI 54871
800/243-9482 OR 715/468-2815, Ext. 2278
FAX: 715/468-7752
TTY#: 888/261-8578

Quick Help Tips if experiencing difficulties downloading applications:

1. If you have a pop-up blocker enabled, please hold down the control key (Ctrl) while you click and hold it down until the document launches
2. These applications may take time to download – thank you for your patience!
3. **NOTE:** If you use the PDF (Adobe) format, you may not be able to save the document.
4. Contact [Human Resources](#) if you need additional assistance.

Salary Hiring Range: \$12.13/hr - \$13.02/hr
FY07 salary schedule

Benefits:

Health Insurance	Vacation
Flexible Spending Account	Holidays
Dental Insurance	Personal Leave
Vision Insurance	Sick Leave – Personal & Family
Long Term Disability Insurance	Life/AD&D Insurance
Wisconsin Retirement	Professional Development
403b Tax Sheltered Annuity	

More detailed information online at witc.edu/jobs/benefits/ots.htm

SELECTION PROCESS: The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. Applicants selected for final consideration will be contacted for an interview. Meeting the minimum qualifications for a position does not ensure the candidate an interview. The interview is at the candidate's expense.

WITC actively seeks and encourages applications of interested candidates who are members of underrepresented groups.

[WITC is an equal opportunity/access/employer and educator](#)

Offers of employment for this position are contingent upon completion of a criminal background check.