

**REPORTS TO: Recruitment/Retention Coordinator**

**JOB SUMMARY:** To assist ARESC Recruitment and Retention staff in providing effective, efficient, and high quality services to member schools. This is an apprenticeship opportunity for current Educator Preparation program students.

**QUALIFICATIONS:**

Must be a current student in an educator preparation program  
Must be in good standing and be recommended by University staff  
Pass a criminal background check and child maltreatment check  
Reliable transportation and working telephone

**SPECIAL KNOWLEDGE/SKILLS**

- Must be proficient in using Google Suites
- Ability to be dependable, punctual, and report to work as scheduled
- Exhibit characteristics of being self-motivated and student-focused
- Ability to follow oral and written directions
- Excellent written and verbal communication skills
- Ability to establish effective working relationships
- Friendly to clients
- Ability to complete records accurately and timely
- Exhibit effective communication skills
- Possess a servant spirit - willing to join a positive culture of learning, leadership, innovation and prosperity
- Demonstrate a professional presence when using personal and cooperative social media accounts

**PERFORMANCE RESPONSIBILITIES**

- Communicate with clients via email, phone, and possibly ZOOM
- Organize documents and files
- Produce digital documents including contracts, spreadsheets and Google docs
- Support and facilitate the completion of regular reports
- Maintain accurate records of Praxis support material check-out
- Sort/gather/package materials for delivery
- Document financial information
- Assist ARESC Recruitment and Retention staff with project tasks and events
- Implement administrative procedures
- General administrative assistant duties
- Other duties as assigned

- **TERMS OF EMPLOYMENT – To be determined by Supervisor and Student**

Click below for the required application link:

[Application](#)