

Student Services Assistant (FT)

Wisconsin Indianhead Technical College New Richmond Campus

Make A Difference! Be a part of a TEAM!

Do you have excellent customer service skills along with a passion to help students succeed? How would you like to be a part of the WITC Student Services team? Applications are being accepted from qualified candidates for a full-time (1950 hours/year) Student Services Assistant at WITC New Richmond Campus. Job duties include but are not limited to answering the phone, supporting student registration, making appointments for members of student services, working with new and continuing students that walk into student services from inquiry through graduation. This position will also have Employment Services responsibilities that will include planning events on campus.

For a complete job description, list of qualifications, and to apply: Visit our website at: <https://www.witc.edu/about-witc/employment>



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Deadline to apply:
August 11, 2019

*WITC is an Equal Opportunity/Access/
Affirmative Action/Veterans/Disability
Employer and Educator*

Experience. Success.

TTY 711