Work Study Job Description

Title: Education Department- Work Study

Location: Mexican American Unity College, 2300 W. Commerce, SATX 78207

Status: Work Study. This is not a paid position nor will it replace a paid position.

Broad Function: Support the Education Department in their endeavors to provide education on child abuse and neglect to all members of our community.

Job Relationship: Supervised by the Team Leader of the Education Department, this person will serve as support staff for the Education Department. Work Study student will be considered a team member of the Education department and shall provide exceptional customer service to our community.

Specific Work to Perform:

- Work 15 hours a week
- Assist staff with administrative support; communications, preparing for trainings, and assisting staff during trainings.
- If student is interested and after receiving training they may give short community presentations to parents and caregivers on ChildSafe services, safety tips and practices.
- Enter data into ETO software under supervision of the Education Department staff.
- Will become familiar with ChildSafe and its services in order to help represent the agency and department.
- If needed, will assist at community fairs by distributing educational publications to the community.

Qualifications:

- Strong verbal and written communication skills
- Knowledge working with Microsoft Office products such as Word and Excel
- Public Speaking experience
- Over 18 years of age
- Clean criminal background & child abuse history check
- 2 written references
- Written application
- Personal interview
- Dependable transportation