



Center for Student Success Student Assistant

REPORTS TO

AVP for Student Success

DEPARTMENT

Center for Student Success/ILE

EFFECTIVE DATE

August 8, 2020

JOB SUMMARY

Student assistant to the Center for Student Success at the front desk

RESPONSIBILITIES

Essential Functions:

- Greet guests and have the ability to answer questions
- Ability to work under pressure and meet deadlines
- Ability to maintain positive interpersonal relationships
- Ability to work independently, take initiative and follow instructions without constant direction.
- Ability to maintain a filing system.
- Ability to operate office equipment.
- Ability to provide quality customer service.
- Additional duties as assigned by Center for Student Success staff.

Required Qualifications:

- High school graduate.
- Possess strong verbal and written communication skills.
- Ability to prioritize multiple demands in a fast pace work environment.
- Typing, spelling, and grammar competency.
- Experience with various computer software applications.
- Data entry experience.

**Supervision Received:**

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Updated: April 15, 2019

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Employees contact:

Gail Collier
Director of Human Resources
Southern Nazarene University
6729 NW 39th Expressway
Bresee Hall, Room 306
Bethany, OK 73008
[405-491-6333](tel:405-491-6333)/ Email: gcollier@snu.edu

Dr. Lena Crouso
Vice-President for Intercultural Learning and Engagement, Chief Diversity Officer
Southern Nazarene University
6727 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu



Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Student Contact:

Marian Redwine
Associate Vice President of Student Life
Southern Nazarene University
6729 NW Expressway
Webster Commons, Lower Level
Bethany, OK 73008
[405-491-6336](tel:405-491-6336)/ Email: maredwine@snu.edu

Employee Contact:

Gail Collier
Director of Human Resources
Southern Nazarene University
6729 NW 39th Expressway
Bresee Hall, Room 306
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TITLE IX DISCLOSURE

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).