

On-Campus Job Description Guidelines with Career Competencies

The Spring Hill College on-campus employment program is designed to positively impact the student learning experience. This program aims to provide students working on-campus with the opportunity to create an action plan to attain professional skills and NACE Career Readiness Competencies that are associated with career readiness for the new college graduate.

1. *Job Title 2. Division 3. *Where Should Students Submit their Application? 4. *Job Type 5. Employment Type 6. Work Study Job?	Mailroom Front Desk Clerk Mailroom. Apply on the SHC Website and/or Apply Directly through the supervisor On-campus student Employment Part-time only Yes
7. Apply Start and *Expiration Date 8. *Description 9. Desired Skills National Association of Colleges and Employers (NACE) Career Readiness Competencies for college graduates.	8/25/2025 - 12/12/2025 <ul style="list-style-type: none"> Seeking a self-motivated, multi-tasking, well-organized, and professional student employee who possesses friendly verbal and written communication skills. May work between 10 hours/week. <ul style="list-style-type: none"> Critical Thinking/Problem Solving CT/PS Oral/Written Communication O/WC Teamwork/Collaboration T/C Digital Technology DT Leadership L Professionalism/Work Ethic P/WE Career Management CM

10. Responsibilities

NACE Career Readiness Competencies identified after each task.

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global Understanding

- Work independently and efficiently; use available resources to direct guests. **CT/PS**
- Serve as a receptionist: answer multi-line phone, greet, and direct visitors. Utilize strong verbal and written communication skills **O/WC, GU**
- Make campus deliveries. Provide clerical support, proofreading, photocopying, and filing. Work on additional projects as assigned. **T/C**
- Maintain confidentiality, be punctual, and communicate changes in the work schedule in advance. Appropriate attire is required for the work environment, as discussed. **P/W/E**
- Effectively communicate your skills and availability to perform this job in your application letter. **CM**

11. *Job Roles

Front Desk

12. Pay rate (Approximate Salary)

The Office of Financial Aid provides the appropriate pay rate for FWS.

14. Required Documents (to apply)

Fill Out appropriate paperwork

15. Applicant Packages Recipient

Specify who should receive the applicant's information/documents