**Student Success Center Program Assistant**

The Student Success Center program assistant is responsible for the supervision of student workers during our evening hours. The student workers include undergraduate tutors, PASS leaders, and peer academic coaches. The program assistant maintains the online scheduling system and the overall operation of SSC services, including the front desk. The program assistant is responsible for all closing duties. This position also assists SSC program coordinators as needed.

**Pay rate:**

$13-15 an hour

**Qualifications/ Skills:**

Graduate student

Customer service

Minimal to no supervision required

Strong verbal and written communication

**Preferred Schedule:**

Sunday – Thursday 5-9pm

**Please submit applications to Valerie Johnson**

Valerie Johnson

Tutor Coordinator

[vmj0004@uah.edu](mailto:vmj0004@uah.edu)

256-824-3384