



Work-Study Job Description Form

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| Job Title (not abbreviated): | Learning Resource Center Assistant |
| Department: | Student Services |
| Reports To: | Dean of Student Services |
| Supervision: | Carmen Pineda |
| Date Created/Revised: | 9/13/2016 |
| Incumbent: | |

General Description:

The main purpose of this position is to provide support to LRC staff and general assistance in the LRC.

This position will take place in the Learning Resource Center (LRC) and Office of Student Services, Urban College of Boston, 178 Tremont Street, Boston, MA 02111.

Specific Duties:

- Primary Departmental Duties:
 - Greet students

- Administrative and Organizational:
 - see above

Requirements:

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Education / Training:

- High School Diploma