



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

POSITION ANNOUNCEMENT

Student Worker - Payroll

Purpose:

The purpose of employing students and temporary employees is to provide much needed assistance to the fulltime staff, and to provide meaningful work experience and training for the individual to prepare them for future employment.

Summary:

The student worker position provides assistance for the Payroll department in terms of general clerical support, small and routine projects. In addition, the student worker will perform additional tasks as outlined by the Payroll staff. The student worker must be able to work independently or with broad supervision.

Duties and Responsibilities: Position duties include but are not limited to:

- Filing, copying, scanning and faxing payroll documents
- Inputting scanned documents into the Payroll database
- Printing documents from SharePoint
- Inserting printed checks in envelopes
- Preparing Fedex labels, envelopes and/or packages
- Typing of routine and simple materials (labels, envelopes, memoranda, short letters, etc.)
- Assisting Payroll staff as needed
- Serving as relief for the receptionist area on an as needed basis
- Performing related duties on an ad hoc basis

Requirements: Must be a full-time student **and** maintain full-time status in order to retain eligibility for continued employment as a student worker.

Verification of full-time student status must be furnished to the Human Resources office at the beginning of each Spring and Fall semester.

Additional Requirements:

- A valid Louisiana Driver's License
- Proof of motor vehicle insurance
- Proof of Full-Time Student Status

In accordance with LCTCS Policy #6.036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Work Hours: 20 hours per week during class sessions. **29** hours per week during holidays and breaks

(Parking Privileges included)

Pay depends on college standing (Freshman, Sophomore, Junior, Senior).

To apply please send a cover letter, resume' and 3 professional references to:

Human Resources Specialist
Louisiana Community & Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

Or via email to employment@lctcs.edu

Applications will be accepted until the position is filled.

Louisiana Community and Technical College System is committed to diversity and is an equal opportunity / equal access employer.