



Job Title: Think Tank Study Space Monitor and Organizer – Student Work Study

Position Overview:

We are seeking a responsible and proactive College Student Worker to join our team and support the efficient operation of our dynamic study space, the "Think Tank." As a Think Tank Study Space Monitor and Organizer, you will play a vital role in creating an organized and conducive environment for students to study, collaborate, and innovate. Your responsibilities will include supervising study pods, maintaining office supplies, and ensuring cleanliness in the food areas of the Think Tank. This position offers a unique opportunity to contribute to the academic success and growth of fellow students while honing valuable organizational and interpersonal skills.

Key Responsibilities:

- **Think Tank Supervision:** Maintain a welcoming and focused atmosphere within the Think Tank. Greet and assist students, uphold study space policies, and ensure a productive environment for learning.
- **Study Pod Allocation:** Coordinate the reservation and allocation of study pods, ensuring fair distribution and adherence to reservation guidelines. Set up and arrange study pods as needed for optimal comfort and functionality.
- **Office Supplies Management:** Manage the inventory of office supplies within the Think Tank. Monitor stock levels, replenish supplies such as stationery, markers, and paper, and provide assistance to students accessing these resources.
- **Food Area Care:** Ensure the cleanliness and organization of designated food areas within the Think Tank. Regularly sanitize surfaces, manage trash disposal, and uphold food safety standards. Restock and present snacks and beverages in an appealing manner.
- **Effective Communication:** Communicate clearly and professionally with students about Think Tank policies, available resources, and updates. Address inquiries, concerns, or issues promptly and courteously.
- **Collaborative Approach:** Work collaboratively with fellow student workers, staff, and faculty to ensure seamless operations and an outstanding experience for all Think Tank users.
- **Safety and Security:** Prioritize safety and security within the Think Tank. Report safety hazards, maintenance needs, or security issues promptly and follow established protocols.
- **Supporting Events:** Assist in organizing and executing study-related events, workshops, or activities hosted within the Think Tank.

**Qualifications:**

- Currently enrolled as a full-time college student in good academic standing.
- Strong organizational skills with meticulous attention to detail.
- Exceptional interpersonal and communication abilities.
- Dependable, punctual, and capable of working independently with minimal supervision.
- Dedication to providing outstanding customer service and support.
- Ability to maintain a clean and orderly environment.
- Familiarity with basic office supplies and their usage.
- Previous experience in customer service, event coordination, or facility management is advantageous.

Work Schedule:

This position requires a commitment of up to 15 hours per week, with a flexible schedule based on the student's availability and the needs of computer center staff.

Compensation:

Compensation will be provided at an hourly rate in accordance with Otero College's student employment program. The role also presents opportunities for professional development and potential advancement within the Think Tank management team.

If you are an ambitious, well-organized, and motivated college student eager to contribute to an innovative study space environment, we invite you to apply for the College Student Worker - Think Tank Study Space Monitor and Organizer role.

Application Process:

Interested candidates should fill out the online student employment form and submit their resume and a cover letter detailing their motivation for the position and relevant qualifications. For more information contact Allan Nolan at allan.nolan@otero.edu.

Notice of Non-Discrimination: Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or



educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.