



Nevada State High School

★ Public Charter School ★

Student Worker

\$10-11/Hour

Mission: To support students in a college environment with personal, academic, and social skills.

Vision: Every Student College Ready.

NSHS is a fast-growing public charter school network in Nevada hosting one central office and serving approximately 1,000 11th and 12th grade students in eight (8) locations. We continue to meet the community's demand of preparing high school students to attend college without having to take remedial coursework.

General Purpose: Under the direction of the Director of Site Administration and/or designee, the Student Worker monitors and advocates for students, performing duties associated with SSR processing, Registration support, Mentoring, and Student support. Based on the availability, need, and experience, a student worker may assume different roles that include, but are not limited to, student success advocate, registration advocate, or generalist.

Essential Duties: Monitor, document, assist and advocate on behalf of students to perform successfully in a college environment; answering the telephone, providing information and assistance, taking/relaying messages to appropriate personnel; performing customer service duties; greeting visitors, and providing information/assistance regarding inquiries about Nevada State High School; assisting with academic planning and scheduling; Provides for support with registration, clerical, and front office work; providing office support; providing input, support, and attendance at new student informational meetings; operating a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and other programs; provide for a neat, clean, and orderly work environment; and serving as an example student for NSHS

Qualifications:

1. An 11th grader currently enrolled at NSHS
2. In excellent academic standing
3. Targeted for enrollment in a math class higher than MATH 096 by end of Fall semester
4. Submitted all documents in a timely manner
5. Adept in all proficiency exams pending writing results
6. Available to work weekdays
7. Exhibit positive and supportive behavior with Gold Level WorkKeys score

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) Resume, and 3) Transcripts and/or applicable diploma(s)/degree(s)/license(s)/endorsement(s). Please scan and submit all documents through the school's help ticket portal here: <http://help.earlycollegenv.com>. **NO HARD COPIES OR EMAILS.**

Hiring Process and Timeline: NSHS is an equal opportunity employer. Candidates can find the NSHS application and the hiring process here: <https://earlycollegenv.com/career-opportunities/>.

CLOSING DATE: **Open Until Filled**