



## Nevada State High School

★ Public Charter School ★

### Student Worker – Las Vegas, Henderson and Reno

**\$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 11<sup>th</sup> and 12<sup>th</sup> 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 11<sup>th</sup> grader currently enrolled at NSHS
2. In excellent academic standing
3. Targeted for enrollment in a math class higher than MATH 120E & MATH 126E 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**