



## Nevada State High School

★ Public Charter School ★

### Student Worker

**\$11-13/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 nine (9) 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 of the Position:** Under the direction of the Director of Site Administration, the Student Worker serves the school by coordinating completion of a variety of general office activities and provides support to school administration, staff and specifically the students. The role supports the site within the Nevada State High School Network of Schools. As such, the position will require a high degree of accuracy, timeliness, and production across multiple functions including but not limited to: Duties Tasks and Support, SSR Processing, Registration Support, Mentoring, and Student Support. Other duties as assigned.

**Minimum Requirements of the Position:**

- 1) An 11<sup>th</sup> grader currently enrolled at NSHS
- 2) In excellent academic standing
- 3) Must have a green scorecard
- 4) Targeted for enrollment in math class higher than Math 120 E & Math 126E & by end of Fall semester
- 5) Submitted all documents in a timely manner
- 6) Adept in all proficiency exams pending writing results
- 7) Work a maximum of 20 hours weekly from Monday through Friday
- 8) Exhibit positive and supportive behavior with Gold Level WorkKeys Score

**Qualifications:**

- 1) 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**