Teacher Certification Program Support Staff
Rio – Tempe

**Job Summary:** Provides friendly customer service to students, instructors and faculty related to Teacher Education Programs. Performs administrative support and other related duties as assigned at the following location: Rio Salado College - Tempe located at 2323 W. 14th Street, Tempe, AZ 85281.

**Job Duties:** Performs clerical work such as reception, answering phones, typing, filing, photocopying and simple record keeping. Maintains a general awareness of ongoing department and college activities in order to properly complete assignments and respond to inquiries.

**Desired Experience:** Must be energetic and a team player; Have the ability to learn and work with teacher certification programs and college students; Must have knowledge or experience of general office procedures, such as, working with computers, filing and answering phones.

*Please note that only approved Federal Work Study students are eligible to apply.*

**Hours & Pay Rate**

Up to 20 hours per week

Hours to be determined, must be flexible;

Office hours are: Monday – Friday, 8:00 am – 5:00 pm

$8.15 / hour

This is a temporary position with no benefits.

*Please submit cover letter and resume to:*  
[svlia.riley@riosalado.edu](mailto:sylvia.riley@riosalado.edu)

*The Maricopa County Community College District is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities.*