



Area V
Student Liaison Assistant

Short Job Description:

- ❖ Organize Invited Educators' Day.
- ❖ Responsible for tracking student tardies, absences, and behavior problems.
- ❖ Process students' temporary leave of absence requests.
- ❖ Communicate with the Director, Area IV staff, and faculty regarding student issues.
- ❖ Assists with the creation of AGS ID cards.
- ❖ Manage copy requests from faculty/staff and produce copies.
- ❖ Maintain regular office hours with responsibilities as assigned.
- ❖ Occasionally, monitor students in the computer lab.
- ❖ Report to required Area V and AGS meetings.
- ❖ Assist Area V staff with other duties as assigned.
- ❖ Requires strong organizational skills.
- ❖ Familiarity with computers and word processing is preferred.