

# Student Employment Job Description

**JOB TITLE:** Student Secretary (2)

**DEPARTMENT:** Family & Consumer Sciences

**REQUIREMENTS:**

- **Education/Training:** Prefer freshman FCS courses completed
- **Experience/Background/Knowledge:** Knowledge of FCS content area is vital.
- **Skills:** Prefer someone with computer skills—i.e. Word, Excel, PowerPoint
- **Attire on the Job:** Business casual
- **Expectations:**
- **Special Requirements:** MUST be an FCS Major, Sophomore level preferred

**DUTIES** (include but not limited to): Student secretary will help set up and monitor labs. Also help with record keeping, supply inventories, bulletin boards, display cases, and class supply preparation—ie. getting out food prep supplies, textile supplies, clothing construction materials, etc.

- Other duties as required

**NORMAL WORKING HOURS and DAYS:** 6-8 hours as schedule permits.