

Student Employment Job Description

JOB TITLE: *Student Assistant*

DEPARTMENT: *School of Natural and Social Sciences*

REPORTS TO: *Administrative Secretary to the School of Natural and Social Sciences*

REQUIREMENTS:

- **Education/Training:** Some experience within an office setting

- **Experience/Background/Knowledge:** good people skills/public relations

- **Skills:** clerical, knowledge of Microsoft Office

- **Attire on the Job:** modest and clean
- **Expectations:**
 - * confidentiality, honesty, dependability, initiative, cooperation, respect for those in authority

- **Special Requirements:**

DUTIES (include but not limited to):

- * *Working on special projects assigned by the Administrative Assistant*
- * *Answering phone if needed*
- * *Running errands for the office staff/faculty*
- * *Filing*
- * *Scanning*
- * *Shredding*
- * *Be available to work on projects for faculty*
- * *Other miscellaneous duties*

NORMAL WORKING HOURS and DAYS: Student will work up to 8 hours a week. We will work with the student's schedule.

Return Completed Forms to Human Resources