

Student Employment Job Description

JOB TITLE: Student Assistant

TODAY'S DATE: April 12, 2011

DEPARTMENT: Test Center

REPORTS TO: Test Center Manager

DATE NEEDED: Fall 2011

DAYS NEEDED: To be determined. The Test Center is open M-F from 9-5:00. Afternoon availability is required.

REQUIREMENTS:

- **Freshmen preferred**
- **Education/Training:** High School Diploma. Minimum 3.4 gpa required.
- **Experience/Background/Knowledge:**
 - **Knowledge of Microsoft Office**
 - **Strong English and Math Background**

Preferred but not Required:

- **Office Assistant Experience**
- **Customer Service Experience**

- **Skills:**
 - **Clerical**
 - **Oral and Written Communication**
 - **Organizational**
 - **Problem Solving**
 - **Public Relations**
- **Attire on the Job:** Clean, neat, and modest
- **Expectations:**
 - **Honesty and Integrity**
 - **Confidentiality**
 - **Punctuality and dependability**
 - **Detail oriented**
 - **Professionalism**
 - **Initiative**
 - **Cooperation**
 - **Respect for those in authority**

- **Special Requirements:** The student will need to be available to work the needed shifts between 9-5 M-F. Student will need to refuse additional employment unless discussed with Assistant Director of Assessment. Also, the student will need to be available extra hours during times of heavy testing volume in the Test Center: Mid-terms and Finals Weeks, New Student Testing Week, Jr/Sr Testing Week, or other occasional times.

DUTIES (include but not limited to):

- **Monitoring the Test Center at all times.**
- **Proctoring make-up exams for faculty.**
- **Scoring scantron tests and generating score data reports.**
- **Answering phones/scheduling appointments/returning phone messages.**
- **Responding to email messages.**
- **Other miscellaneous office duties.**

NORMAL WORKING HOURS and DAYS: Work assignment is from the beginning of each semester and J term through the end of each term's finals week. Student normally will work sometime between the hours of 1:00-5:00 anytime Monday thru Friday. Student will work between 3-6 hours per week depending upon the needs of the Test Center.

WHAT ARE THE BEST PERKS FOR A STUDENT WORKING IN THIS POSITION OR DEPARTMENT?

When all the Test Center job responsibilities have been fulfilled, there may possibly be extra time on occasion for the student worker to study in a quiet environment.

WHAT WILL THE STUDENT GAIN FROM HIS/HER EXPERIENCE IN THIS POSITION THAT WILL BE USEFUL IN THE FUTURE?

The student will gain experience in managing an office, customer service skills, and proficiency in using ParScore.

OTHER INFO REGARDING THE JOB OR THE DEPARTMENT THAT YOU WOULD LIKE TO HAVE HIGHLIGHTED IN THE JOB ADVERTISEMENT:

The Test Center is a service-oriented department used on campus by students and faculty. Our two primary responsibilities are to give make-up exams to students who have missed a scheduled test and to grade scantrons for professors.

Return completed form to Jeanette Miller in HR