

MVNU Student Employment Job Description

JOB TITLE: Student Assistant

DEPARTMENT: Education

REPORTS TO: Lisa Mentzer, Education Licensure Coordinator

REQUIREMENTS:

- **Recommended Education/Training:** Completed 1 year of college education, or sophomore at MVNU
- **Experience/Background/Knowledge:** Experience with PC systems, Microsoft Office Applications. Basic understanding of University applications/software. Basic understanding of computer networks including but not limited to the Internet.
- **Skills:** A desire to help students, faculty, and staff with office duties. Dependability in following schedules and procedures. Ability to answer phones, run errands, other duties as assigned. Customer-service oriented approach to problem solving. Effective verbal and written communication skills.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Provide a professional, organized, and efficient office environment. Exhibit a Christ-like attitude in all assigned duties.
- **Special Requirements:** show initiative in staying busy and helping others

DUTIES (include but not limited to):

- Answer phones
- Assist students who come into the office
- Assist staff and faculty as needed
- Design bulletin boards for dept.
- Run errands for faculty and staff
- Prep for prospective student campus visits
- Copying/scanning/etc. for faculty/staff
- Filing and organizing paperwork as needed
- Re-stocking copy paper and other office supplies
- Creating spreadsheets as needed for faculty and staff
- Other duties as assigned

NORMAL WORKING HOURS and DAYS: Hours for this position will vary, but hours to work in the office are Monday through Friday, 8:00am – 4:30pm. Total hours/week are approximately 8. Start date: Spring semester 2023.