Department: USCG Licensing Programs  
Supervisor: Robyn Christopher

Job Title: Student Assistant - Licensing Programs  
Hours to be Worked: 4-5 hrs per week

Pay Level: 1  
Hourly Pay Rate: $13.00/hr

Job Summary (purpose of nature of work): The Student Assistant will assist the Licensing Coordinator by providing general office support.

Job Duties:

- Provide assistance to the Licensing Coordinator, to include:
  - Copying, scanning, and filing of electronic and paper documents.
  - Data Entry
  - Greeting and assisting cadets visiting the Licensing Office

Required (or Preferred) Skills, Knowledge, and Abilities:

- Proven accuracy and attention to detail is required.
- Experience and knowledge of Microsoft Word, Excel and electronic file management is required.
- Flexible work hours preferred.
- Enrollment in License Track curriculum preferred.
- Training bundle and confidentiality form must be completed.

Background Check: Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

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