FWS Student Assistant Job Description

Department: Office of the Registrar  Supervisor: Evelyn Andrews
Job Title: Special Projects  Working Hours: Between 8:00 am to 5:00 pm
Pay Level: II  Hourly Pay Rate: $9.00

Job Summary (purpose or nature of work):

Provide support to leads in the Office of the Registrar on completing special projects, for example, preparing training materials for select topics, assist with gathering information to be uploaded to the website, and scanning documents into an archival format.

Job Duties:

1. Perform photocopying, filing, sorting
2. Basic research and information gathering
3. Other general administrative tasks to support project implementation

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

1. Basic computer skills, including Microsoft Office.
2. Keyboard skills, and ability to use standard office equipment
3. Good interpersonal skills
4. Knowledge of English grammar, spelling and punctuation

Type of Supervision Required:

☐ Direct Supervision - Student receives immediate, close and regular supervision
☒ General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student’s Signature: ___________________________ Date: ________________

Supervisor’s Signature: ___________________________ Date: ________________