FWS Student Assistant Job Description

Department: Office of The Commandant
Job Title: Commandant’s Assistant
Pay Level: II

Supervisor: R. E. Brogan
Working Hours: Various (average 10 hours/wk)
Hourly Pay Rate: $9.00

Job Summary (purpose or nature of work):
Under the direction of the Commandant of Cadets, this position will focus on developing new procedures/processes to support Corps Staff duties and responsibilities; evaluating existing procedures/processes and proposing improvements; and, updating existing Corps of Cadets administrative documents. The aim is to standardize and automate as many of the administrative procedures/processes that the Corps Staff completes on a regular basis.

Job Duties:
- Collaborate with the Commandant’s Office, Faculty, Staff, and Corps Staff to Define key Corps of Cadet procedures/processes
- Identify, design, develop, and test new Corps of Cadet procedures/processes
- Update Corps of Cadets’ documents including Student handbook, training documents, etc.
- Other administrative duties

Required (or Preferred) Skills, Knowledge, and Abilities:
1. Proficient with standard word processing and data collection computer programs
2. Attention to detail, ability to follow instruction and work independently
3. Proficient with Google Drive
4. Good interpersonal skills

Type of Supervision Required:
- [X] Direct Supervision - Student receives immediate, close and regular supervision
- [X] 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: ___________________________