FWS Student Assistant Job Description

Department: Admissions
Job Title: Student Office Assistant
Pay Level: 2-4

Supervisor: Cecilia Santos
Working Hours: Variable
Hourly Pay Rate: $9.00 - $9.70 based on experience

Job Summary (purpose or nature of work):
Assists the professional staff with office duties, including but not limited to, answering phones, scheduling visits, filing, basic computer work.

Job Duties:
1. Assists in answering phones and speaking with prospective students and their families
2. Schedules campus visits with groups and families
3. Assist with filing, computer entry, and other general office duties
4. Assists at special on-campus functions, including Open House and Preview Day

Required (or Preferred) Skills, Knowledge, and Abilities:
1. Good knowledge of the campus and school
2. Good telephone voice
3. Excellent interpersonal skills
4. General office knowledge
5. Reliable
6. Preference for one year completed at Cal Maritime, but not required

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: ___________________________