**FWS Student Assistant Job Description**

**Department:** HR  
**Supervisor:** Fran Gutierrez

**Job Title:** Office Assistant II  
**Hours To Be Worked:**

**Pay Level:** 2  
**Hourly Pay Rate:** $9.70

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**Job Summary (purpose or nature of work):**

Performs a variety of general office and clerical tasks

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**Job Duties:**

1. Filing and/or shredding materials
2. Photocopying/sorting/collating material
3. Updating the HR Website and FormStack
4. Answer Phone
5. Basic typing and data entry

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

1. Typing and keyboard skills and the ability to use standard office equipment
2. Ability to use standard word processing and data collection computer programs
3. Ability to navigate and update websites and FormStack
4. Good interpersonal skills
5. Knowledge of English grammar, spelling and punctuation

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**Type of Supervision Required:**

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

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*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:** ____________________________