



CAL MARITIME

A Campus of the California State University

Student Assistant Job Description

Department:	Athletics	Supervisor:	
Job Title:	Clerical Office Support	Working Hours:	6-8/Week
Pay Level:	2	Hourly Pay Rate:	\$8.50

Job Summary (purpose or nature of work):
Facilitate daily office work

Job Duties: The Candidate will be asked to perform secretarial and clerical duties. Other duties include, but are not limited to

1. Computer Entry
2. Filing
3. Answering the office phone
4. Making appointments
5. Greeting visitors
6. General office organization
7. Liaison between departments

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

1. Proficient in commonly used software programs
2. Organizational skills

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: _____