



Student Assistant Job Description

Department:		Supervisor:	
Job Title:	Office Assistant III	Hours To Be Worked:	
Pay Level:	3	Hourly Pay Rate:	\$9.00

Job Summary (purpose or nature of work):

Performs a variety of general office, secretarial and clerical tasks

Job Duties:

1. Create and maintain filing systems
2. Order and maintain supplies
3. Process mail
4. Answers phone
5. Prepare and compose correspondence
6. Interacts with and provides information to the campus and community
7. Data entry
8. Creates and maintains simple spreadsheets

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

1. Typing and keyboard skills and the ability to use standard office equipment
2. Ability to use word processing, database, and spreadsheet systems
3. Ability to respond to phone and in-person inquiries or route calls as appropriate
4. Excellent interpersonal skills
5. Knowledge of English grammar, spelling and punctuation
6. Basic knowledge of applicable department and/or university infrastructure, policies and procedures

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: _____