

Department: Extended Learning	Supervisor: Veronica Boe
Job Title: Student Assistant I	Hours to be Worked: Up to 20 hours per week
Pay Level: Level I	Hourly Pay Rate: \$14.00/hr

Job Summary (purpose of nature of work): Under direct supervision, the Extended Learning SA provides general clerical support for the Extended Learning Department and perform tasks requiring standard office skills, attention to detail, effective interpersonal and excellent communication skills.

Job Duties:

- Greet visitors, students and guests
- Answer, screen and forward calls accordingly
- File, copy, scan and fax documents
- Assist with preparing course material, classroom set up and coordination of logistics for classes
- Assist students enrolling in Extended Learning courses
- Deliver and pick up mail
- Basic data entry



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

- Excellent interpersonal skills required
- Thorough knowledge of basic office procedures and equipment
- Fluency in using basic office software
- Attention to detail and proficient in work assignments
- Excellent communication skills
- Dependable and punctual

Type of Supervision Required:

Direct Supervision: Student receives immediate, close, regular supervision

General Supervision: Student receives some delegation of responsibility and independence