Department: Facilities

Supervisor: Uber McCrary

Job Title: Student Assistant - Facilities Administration (FWS/Non-FWS)

Hours to be Worked: Up to 20/hrs per week

Pay Level: 2

Hourly Pay Rate: $18/hr

Job Summary (purpose of nature of work):
Work will be primarily computer input in the Facilities office. The position will work collaboratively with both Facilities administrators, procurement staff, accounts payable, and other departments. Work will range from physical filing to creating folders within Sharepoint and populating with necessary documents, to working with a team to help develop written procedures and processes to help create efficiency and streamline administrative processes. This work requires a self-starter who is detail-oriented, well organized with a strong aptitude for using computer programs, investigating and researching information, and learning the relationships in varying physical building information.

Job Duties:

- Receive and apply the training to enable navigation and use of Microsoft Sharepoint, One Drive, and Microsoft Office programs to develop and enhance forms, filing systems, and other electronic tools.
- Review available information and work with others to develop procedures and organizational structures catalog existing documents. This may involve scanning, working with vendors to obtain electronic documents, and some collaboration with other departments on campus to develop work processes.
- Uploading the above information and potentially training others on how to access information.
Required (or Preferred) Skills, Knowledge, and Abilities:

- Advanced knowledge of Excel, Powerpoint, Visio, and Adobe Acrobat preferred, but not mandatory.
- Excellent problem solver with keen investigative skills
- Very well organized and able to track multiple information and support in developing documentation describing organizational system used.
- Ability to work collaboratively with others while being a motivated self-starter requiring limited direction.

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Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.