Job Position Description

Title: Student Assistant

Department: College of Business/CRO/Student Engagement and Internship Coordinator

Date: 2023

REPORTS TO: Administrative Assistant

PURPOSE: Assist with various duties/tasks for the COB Career Resource Office.

DUTIES & RESPONSIBILITIES:
• Assist with daily tasks such as filing, copying and shredding.
• Working with spreadsheets.
• Forwarding information via social media or assisting with events and student engagement and any other duties.
• Answering the telephones, running errands will be necessary and ongoing in good and inclement weather to the various departments throughout the University.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:
• Microsoft Word, Excel, Calculator and some PowerPoint.
• Knowledgeable using a laminating and label maker machine. Must have knowledge of putting in time through PeopleSoft.

MINIMUM TRAINING & EXPERIENCE:
• Prior office environment experience along with the above mentioned skills.

CONDITIONS OF EMPLOYMENT:
• Be prepared to work immediately upon arrival. Frequent no-shows will not be accepted and can lead to dismissal from the work-study job in COB/CRO office.