



Job Position Description

Title: Student Assistant

Department: Office of Counsel

REPORTS TO: Office Supervisor

PURPOSE: Assist with various duties tasks for the Office.

DUTIES & RESPONSIBILITIES:

- Assist with daily tasks such as filing, copying and shredding.
- Typing, editing, proofreading documents and materials.
- Answer the telephones, run errands to the various departments throughout the University.
- Projects that are requested simultaneously by more than one staff member, the student will discuss to determine how to prioritize each project. All projects are to be done accurately, neatly and timely.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Microsoft Word, Excel, Calculator and some PowerPoint.

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 with the Office of Counsel.