



Job Position Description

Title: Student Assistant

Department: Department of Social Work

REPORTS TO: Administrative Assistant

PURPOSE: Assist the Administrative Assistant and Faculty

DUTIES & RESPONSIBILITIES:

- Receives, screens telephone calls and visitors.
- Deliver correspondence when requested over campus.
- Assist the Field Director with typing and editing a Field Student Instruction manual.
- Scan, type labels, sorts, and files documents and materials.
- Participates in preparing bulk mailings.
- Assist in workshops and events on campus.
- Operates office equipment such as personal computers and

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Willingness to work in a diverse environment. Must have good interpersonal skills, responsible, punctual and willing to follow protocol procedures.

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