



Job Position Description

Title: Student Program Assistant

Department: Department of Social Work

Date: 2023

REPORTS TO: Program Administrator

PURPOSE: Assist the Administrative Assistant and Faculty

DUTIES & RESPONSIBILITIES:

- Receive, screen telephone calls and visitors.
- Deliver correspondence when requested to other departments on the campus.
- Assist the Field Director with typing and editing of a Field Student Instruction manual.
- Scan, type labels, sort, and file documents and materials.
- Participate in preparing bulk mailings.
- Assist in workshops and events on campus.
- Operate 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.