



Job Position Description

Title: Student Assistant

Department: Division Enrollment

REPORTS TO: Administrative Assistant

PURPOSE: Assist with various duties/tasks for the Division Enrollment.

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.