



## Job Position Description

**Title:** Federal Work Study Student Assistant

**Department:** Department of Language, Literature & Cultural Studies

**REPORTS TO:** Administrative Professional and Chairperson for the Department of Language, Literature & Cultural Studies (LLCS).

**PURPOSE:** The Federal Work Study Student Assistant will provide office support with organizational and minor project tasks assigned by the Administrative Professional and Chairperson for the Department of LLCS.

### **DUTIES & RESPONSIBILITIES:**

- Greet students, faculty, staff, and the public with excellent customer service.
- Answer telephone, assist callers, take messages, and/or transfer callers to the appropriate person or office.
- Distribute incoming mail and packages within LLCS; deliver and retrieve mail and packages from campus offices.
- Provide word-processing and clerical support with general clerical duties such as filing, emailing, scanning, and faxing.
- Inventory office supplies, copy paper, and printer toner cartridge items.
- Assist with HelpDesk requests, housekeeping, maintenance, and Asset Management concerns.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Computer literate.**

- Retain confidentiality regarding sensitive documents and matters about student, faculty, and staff.
- Knowledge of Microsoft Office Suite.
- Warm personality with effective communication skills.
- Ability to work well under limited supervision.
- Proficient with principles and practices of basic office management and organization.
- Proficient in basic principles and practices of records management and general administration.

### **MINIMUM TRAINING & EXPERIENCE:**

- Ability to multitask and manage small projects.