

Bowie State University Federal College Work-Study Position Description

Title: Student Assistant

Department: Office of Student Life

**Department Approval By:
April L. Johnson**

Date: August 29, 2020

REPORTS TO: Student Life Office Manager

PURPOSE: Assist the management team in the Office of Student Life in the development and implementation of activities, programs, and policies that support student clubs, sororities and fraternities, multicultural services, and student leadership.

DUTIES & RESPONSIBILITIES:

- Meet, greet and triage visitors.
- Create and edit office publications and handouts.
- Assist staff with the preparation and facilitation of departmental sponsored workshops and outreach programs.
- Provide phone coverage during lunch breaks and other times as needed.
- Assist with administrative needs (e.g., mailings, data entry, copying, and filing).
- Assist staff as needed to respond to routine requests for information and support on special projects.
- Copy and post handouts, flyers, and booklets around campus.
- Assist with maintaining statistical information for programs and compiling data for reports.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and understanding of computer systems and Microsoft Office Applications.
- Must possess excellent organizational, project management, communication and interpersonal skills.
- Must be attentive to details and deadlines, flexible, and able to handle multiple tasks in a fast paced environment.
- Ability to work independently

MINIMUM TRAINING & EXPERIENCE:

- Experience in an office environment.
- Comprehensive knowledge of MS Office software (Excel, Word, PowerPoint, Publisher)
- Excellent communication and writing skills
- Creation of flyers and promotional materials

CONDITIONS OF EMPLOYMENT:

- Office environment, some physical lifting, bending, pulling, standing on step-stools, walking throughout the campus will be required.
- Evening hours are available for special events and extended hours.