

Bowie State University Federal College Work-Study Position Description

Title: Student Assistant

Department: Office of the President

Department Approval By: Karen Johnson Shaheed

Date: July 23, 2019

REPORTS TO:

Executive Assistant

PURPOSE:

The student assistant will provide support to the staff in the Office of the President to ensure the smooth daily management and operation of a high-profile, fast-paced office. The student assistant will be part of a team environment and maintain strict confidentiality.

DUTIES & RESPONSIBILITIES:

The job duties include the following:

- Answer phones and greet visitors;
- Copy, scan, fax, and file documents (which includes electronic filing);
- Interaction with faculty, staff, and students (to include delivering and retrieving documents); and
- Other duties and special projects as assigned

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

The student should have prior experience working in an office setting. The student must also have excellent communication skills, be organized, and possess strong decision-making skills. The student must demonstrate a mature and friendly attitude and present a well-groomed appearance.

MINIMUM TRAINING & EXPERIENCE:

The student should have prior experience working in an office setting. Documented success in a fast-paced, results and deadline-driven environment is a plus.

CONDITIONS OF EMPLOYMENT:

Students must sign a confidentiality agreement.