

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Student Assistant
Politics Department
South Hall
Cheryl Dake
Academic Year
7.25
Provide assistance to Politics
department faculty or secretary.

**Principal Duties
and Responsibilities**

Duties include typing, filing,
photocopying, scanning, data entry,
research in library or on internet. May
include work on department website.
Must have good general office and
computer skills. Must have high
attention to detail. Must be reliable,
conscientious, and able to work with
minimal supervision.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

Additional Job Qualifications

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Knowledge of Dreamweaver helpful.

Expectations

Student is expected to report for work as assigned and complete tasks satisfactorily in a timely manner. Maintain regular contact and communication with faculty/supervisor.

Working Conditions

Work is primarily in office/building.

Other