

Job Title
Office/Department
Location (Building)
Supervisor

Student Assistant
Psychology
Law Hall
Faculty Members in Psychology
Department

Length of Employment
Job Wage Rate or Range
Position Summary

Academic Year
Minimum Wage
Provide assistance to faculty with class preparation, professional commitments, and research

Principal Duties and Responsibilities

Duties include typing, filing, photo copying, scanning, data entry, research in library or on internet. May include work on department website.

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

- 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

Expectations

Must have good general office and computer skills, be detail oriented, reliable, and able to work with minimal supervision.

Working Conditions

Faculty office or dept. workroom