

Job Title Student Assistant
Office/Department Sociology
Location (Building) College Hall
Supervisor Chris Carlson
Number of Student Workers Employed 2
Job Wage Rate or Range 5.15
Position Summary Assists individual professors in various office and research tasks

Principal Duties and Responsibilities Photocopying, general clerical tasks, library seaches

Knowledge Skills and Abilities

- | | |
|--|---|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Phone Coverage | <input checked="" type="checkbox"/> Photocopying |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Cataloging |
| <input checked="" type="checkbox"/> Research Assistant | <input type="checkbox"/> Operate Switchboard |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Receptions/Registrations | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Installing Hardware |
| <input type="checkbox"/> Dreamweaver | <input checked="" type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Troubleshooting PCs | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Sports Information | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Library Circulation Desk | <input type="checkbox"/> Interlibrary Loan |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Food Preparation |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Cash Register Skills |
| <input type="checkbox"/> Heavy Lifting Required | |

Additional Job Qualifications None

Expectations Timely and efficient work. Regular contact and communication with supervisor

Working Conditions Office Work

Other