

Student Assistant Job Description

Job Title: Student Assistant, Health and Counseling

Office/Department: Counseling Center

Location: Ebersole Center

Supervisors: Director of Counseling and Director of Health

Length of Employment: Academic year

Job Wage Rate: 7.25 per hour

Position Summary:

The Student Assistant will serve in a primarily clerical role. Because the Student Assistant may work with students, mental health and medical health professionals, parents, and the general public, SA's are expected to promote an atmosphere of professionalism and to be courteous and helpful to all with whom they have contact.

Duties and Responsibilities:

- Must be eligible for Federal Work Study
- Because the Counseling Center and Health Center share reception space, student workers assigned to the Counseling Center or to the Health Center will perform the same duties
- Must maintain confidentiality at all times; student workers sign a statement regarding confidentiality
- Participate in training at the beginning of the school year and periodically as needed
- Serve as receptionist, which includes answering phones, taking messages, and greeting and assisting students and other visitors as they enter the lobby
- Schedule Health Center appointments (Counseling and St. Luke's appointments must be scheduled by a professional staff member)
- Provide office support including typing, data entry, copying, faxing, filing, preparing and/or hanging flyers or bulletin boards, and other support as needed (e.g., help prepare for or staff a program in the Commons, internet searches)
- Assure that the desk area and the lobby are in order, including restocking pamphlets and The Great Barrier Reef
- Monitor and record temps of the immunization refrigerator on each shift and report to the nurses if outside the normal range
- Take payments, and manage loaned items
- Respond as instructed to get help in case of emergency
- Other duties as assigned

Knowledge Skills and Abilities Required

- Typing
- Photocopying
- Data Entry
- Filing
- Exceptional customer service skills including telephone and in-person reception
- Working with confidential information
- Microsoft Word, Microsoft Excel, Microsoft Access, Internet searches