

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

Student Assistant
Education
College Hall 103
Diane Harrington
Academic year
\$7.25
Provide assistance to the Administrative Assistant and/or Education Department faculty

Principal Duties and Responsibilities

Confidentiality a must. Work with confidential information. Duties include typing, filing, photocopying, data entry, and research in library or on internet. Must have good general office and computer skills, be detail oriented, reliable, efficient, 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
- CMS
- 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

Additional Job Qualifications

Ability to communicate effectively with students, staff and general public.

Expectations

Confidentiality a must.

Working Conditions

Work is done sitting or standing.

Other