

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

Student Assistant  
Department of English & Creative Writing  
South Hall  
Cheryl Dake  
Academic Year  
\$7.25

Provide assistance to department faculty and/or Academic Program Assistant.

**Principal Duties and Responsibilities**

Duties include typing, filing, photocopying, scanning, data entry, research in library or on internet. May include work on department website or other duties as assigned. Must have good general office and computer skills. Must have high attention to detail. Must be 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
- Dreamweaver/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**

Knowledge of Dreamweaver/CMS 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**