

**Job Title** Student Assistant  
**Office/Department** International and Off-Campus Studies  
**Location (Building)** Old Sem  
**Supervisor** Cassandra Krumbholz  
**Length of Employment** Academic Year  
**Job Wage Rate or Range** \$7.25  
**Position Summary** Assist with filing, communication with students, data entry,

**Principal Duties and Responsibilities**

**Knowledge Skills and Abilities**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Typing                 | <input checked="" type="checkbox"/> Filing            |
| <input type="checkbox"/> Phone Coverage                    | <input checked="" type="checkbox"/> Photocopying      |
| <input checked="" type="checkbox"/> Data Entry             | <input type="checkbox"/> Cataloging                   |
| <input 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 checked="" type="checkbox"/> Microsoft Excel        | <input type="checkbox"/> Microsoft Access             |
| <input type="checkbox"/> Microsoft PowerPoint              | <input type="checkbox"/> Installing Hardware          |
| <input type="checkbox"/> Dreamweaver                       | <input 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**

2 hours per week

**Working Conditions**

Office administration (mostly seated)

**Other**

Additional duties as required.