

Job Title
Office/Department
Location (Building)
Supervisor

Student Employee
Sociology and Anthropology
College Hall
Department Chair and Faculty in Sociology
and Anthropology Department

Length of Employment
Job Wage Rate or Range
Position Summary

Academic Year
Minimum Wage
Provide assistance to faculty (includes
work related to class preparation,
departmental tasks, research, and other
projects as assigned).

**Principal Duties
and Responsibilities**

Duties include typing, filing, photocopying,
scanning, data collection and entry, library
or internet research. May include work on
departmental website, transcribing, and
student mentoring.

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
- 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

Expectations

Must have good general office and
computer skills, have basic research skills,
be detail oriented, reliable, efficient, and
able to work with minimal supervision.
Must maintain regular contact and
communication with supervisor

Working Conditions

Office Setting

Other