

STUDENT EMPLOYEE JOB DESCRIPTION

for

Student Administrative Aide I Job 9501

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General Description

Student is responsible for performing general administrative support in an office setting. Student works under direct supervision and exhibits a low to moderate level of independent judgment.

Duties

(may include but not limited to)

Greets and provides information to visitors
Answers the telephone
Enters and maintains data
Schedules appointments
Copies, sorts and files paperwork
Opens, sorts and distributes mail
Assists with special projects and/or events
Operates standard office equipment

Additional Requirements

(may include but not limited to)

Possesses a working knowledge of Microsoft software
Demonstrates excellent customer service skills
Pays close attention to detail
Must sign a confidentiality agreement

The description above reflects the general duties and requirements considered necessary to perform the principle functions of the job and shall not be considered a comprehensive description of all work requirements which may be inherent to the position. Individual departments may have specific requirements not detailed above.



Student
Employment