

STUDENT EMPLOYEE JOB DESCRIPTION

for

Student Administrative Aide II Job 9502

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General Description

Student is responsible for performing general administrative support in an office setting, which may include working with confidential material. Student works under moderate supervision and is expected to exercise a high level of independent judgment.

Duties

(may include but not limited to)

Greets and provides information to visitors
Answers the telephone
Enters and maintains detailed records and data
Gathers information from databases and reports findings to supervisor
Schedules appointments
Copies, sorts and files paperwork
Opens, sorts and distributes mail
Assists with special projects and/or events
Assists in coordination of office activities
Proofreads documents
Operates standard office equipment
Corresponds directly with clients
Composes letters and correspondence

Additional Requirements

(may include but not limited to)

Possesses a working knowledge of Microsoft software with a willingness to learn new software
Exhibits good writing, verbal and proofreading skills
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