

# STUDENT EMPLOYEE JOB DESCRIPTION

*for*

## Student Administrative Aide III Job 9503



### *General Description*

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Student is responsible for performing complex administrative support in an office setting under minimal supervision, which includes working with confidential material while exercising a high level of independent judgment.

### *Duties*

*(may include but not limited to)*

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Greets and provides information to visitors	Assists in coordinating office activities
Answers the telephone	Proofreads documents
Enters and maintains detailed records and data	Operates standard office equipment
Reports findings from databases to supervisor	Corresponds directly with clients
Schedules appointments	Composes letters and correspondence
Copies, sorts and files paperwork	Performs simple research
Opens, sorts and distributes mail	Aids with policy planning and interpretation
Assists with special projects and/or events	Helps coordinate projects

### *Additional Requirements*

*(may include but not limited to)*

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- Possesses a working knowledge of Microsoft software with a willingness to learn new software
- Exhibits good writing, verbal and proofreading skills
- Has previous customer service and/or office experience
- Demonstrates excellent customer service skills
- Pays close attention to detail
- Has a basic knowledge of the University and the campus
- Is able to adapt and be flexible
- Must be trustworthy, responsible and professional
- 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