

STUDENT EMPLOYEE JOB DESCRIPTION

for

Student Administrative Aide IV Job 9504

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General Description

Student is responsible for performing complex administrative support in an office setting under limited to no direct supervision, which includes working with confidential material while exercising a high level of independent judgment. Student must exercise initiative and discretion frequently.

Duties

(may include but not limited to)

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

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
- Has previous customer service and/or office experience
- Demonstrates excellent clerical and 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