



## Job Position Description

**Title:** Student Assistant

**Department:** College of Business Dean's Office

**REPORTS TO:** Assistant To Dean

**PURPOSE:** Assist the Executive Assistant with various duties /tasks for the College of Business.

### **DUTIES & RESPONSIBILITIES:**

- Assist with daily tasks such as filing, copying and shredding.
- Answer the telephones, run errands will be to the various departments throughout the University.
- Projects that are requested simultaneously by more than one staff member in the Dean's office, the student will discuss with the Dean's Assistant to determine how to prioritize each project. All projects are to be done accurately, neatly and timely.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Microsoft Word, Excel, Calculator and some PowerPoint.
- Knowledgeable using a laminating and label maker machine. Must have knowledge of putting in time through PeopleSoft.

### **MINIMUM TRAINING & EXPERIENCE:**

- Prior office environment experience along with the above-mentioned skills.

### **CONDITIONS OF EMPLOYMENT:**

- Be prepared to work immediately upon arrival. Frequent no-shows will not be accepted and can lead to dismissal from the work-study job with the Dean's office.