



## Job Position Description

**Title:** NSE Student Assistant

**Job Group:** Non-Exempt

**Department:** New Student Experiences and Student Engagement

**REPORTS TO:** Program Manager

**PURPOSE:** Provide comprehensive support to the office and its operations.

### **DUTIES & RESPONSIBILITIES:**

- Assist with uploading SGA, CAB, and Royal Court documents. (e.g., flyers, press release, pictures, etc.).
- Assist with event logistics for SGA, CAB, Royal Court, and campus sponsored programs.
- Assist managing office social media account.
- Provide phone coverage as needed.
- Draft emails, agendas and flyers.
- Assist with administrative needs (e.g., mailings, data entry, copying, filing).
- Assist coordinator and program assistant with responding to routine requests for information and support on special projects.

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

- Knowledge and understanding of computer systems and Microsoft Office Applications.
- Must possess excellent organizational, project management, communication and interpersonal skills.
- Must be attentive to details and deadlines, flexible, and able to handle multiple tasks in a fast-paced environment.
- Must be able to relate to a diverse body of students, faculty and employers.
- Ability to work independently; self-directed.

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

- Experience in a college/university setting or office environment.
- Comprehensive knowledge of MS Office software (Excel, Word, PowerPoint, Publisher).
- Excellent communication and writing skills.

### **CONDITIONS OF EMPLOYMENT:**

- Office environment, some physical lifting, bending, pulling, standing on step-stools, walking throughout the campus will be required.
- Evening hours are available for special events and extended hours.

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