



**STUDENT LABOR POSITION DESCRIPTION**  
Most Recently Updated March 2004

Position Title: Office Assistant

Must Work 10 hrs/wk.

**1 Grade Level: 3**

**2a Description:** The following are the essential duties for an Office Assistant in the Campus Life Department:

- a. Assists with all clerical and payroll operations, including word processing and filing
- b. Performs general receptionist and secretarial duties
- c. Performs other job-related duties as assigned

**2b Description:** the following are *possible additional* duties for this position:

- a. Perform special projects and other duties as directed by the Office Manager, the Director of Campus Life, or the Services Coordinator
- b. See that the workplace and environs are clean

**3 Learning Opportunities:**

- a. Labor meetings/training
- b. Cross-training with other department teams
- c. Interaction with the various people who patron the Campus Life Office
- d. Voluntarily participating in activities sponsored by this department

**4 Basic Qualifications**

- a. General: Clerical
- b. Skill: Organizational
- c. Physical: N/A
- d. Academic: Strong standing

**5 Desirable Qualifications:**

- a. Ability to be assertive with peers
- b. Sensitivity to total student population
- c. Strong typing skills, knowledge of basic office machines
- d. Initiative
- e. Communication skills
- f. Basic accounting coursework
- g. Previous office experience

**6 Narrative Summary:**

An Office Assistant should have an awareness of the Alumni Building and the Campus Life Department functions, policies and procedures.