Title: Student-Assistant I/Aide/Secretary
Job Code: 9611

General Description:
• Perform administrative support functions including answering phone, data entry, making appointments, duplicating, sorting and filing paperwork
• Employee works under direct supervision and is expected to use little judgment
• Able to lift up to 50 lbs.
• Occasional exposure to weather elements (on delivery errands)
• Delivery may include vehicle operation (upon compliance)

Duties:
• Provide office support
• Greet visitors and relay office information
• May operate standard office equipment, knowledge of Microsoft Office suite required in some departments
• Detailed Oriented
• Open, sort and distribute mail

Experience Level: 1