Student Job Description

Title: Student-Assistant II
Job Code: 9612

General Description:
• Same duties of an Assistant I (Perform administrative support functions including answering phone, data entry, making appointments, duplicating, sorting and filing paperwork
• With the addition of including telephone, internal and external contacts
• Defined procedures which include verbal and written communication
• Limited supervision with independent judgment

Duties:
• Provide administrative support
• Prepares letters and correspondence for internal and external contacts
• Operate standard office equipment, knowledge of Microsoft Office suite required in some departments
• Work with confidential material; must sign confidentiality statement
• Involved in coordinating office activities under direct supervision

Experience Level: 2