

Student Worker for the Division of Research
(Name of Office)

Title:

Student Assistant I (7561)

Position:

The student employee will report to the *(title of supervisor)* in the *(Name of Office)* performing duties pertaining to ...*(the nature of work pertaining to this position. For example: clerical duties to support administrative staff, coverage of reception area, data entry and maintaining the file room.)*

Job Duties:

- Greet and assist visitors
- Answer and route calls
- Create and update various files
- Assist in updating forms
- Set up for meetings
- Run errands as needed
- Make and distribute copies
- Shredding documents
- Assist other areas of the *(Name of Office)* as needed
- Other special projects as assigned

Pay:

\$7.25/hour

Requirements:

- Must be able to work 15-20 hours per week
- Excellent written and verbal communications skills
- Detail oriented
- Strong work ethic (dependable, reliable, demonstrate initiative, etc.)
- Courteous and professional
- Must be able to lift 20-30 pounds
- Must be able to stand for long periods of time

Preferences:

- Previous experience working in a business/administrative office

*Items listed above in RED are examples. Job duties and requirements must be appropriate for the position.