

Sample Student Job Posting and Description

*Required Fields for Student Posting- other fields are for additional information as needed

Working Title*	Office Assistant
Position Number*	S00001
Additional users with permission to access the posting	(For anyone needing to see applicants, start HPs or to receive the approved to work emails)
Pay Range*	7.25-8.00
Posting Information*	<p>The Office is a dynamic and fast-paced office that offers a multitude of tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Answering the phone, providing thoughtful direction and assistance. <input type="checkbox"/> Filing; creating documents; making deliveries to other offices. <input type="checkbox"/> Assisting office staff in special projects. <p>This position requires an outgoing personality that can easily meet a variety of people in a variety of situations. It requires a person that can multi-task and be flexible as the environment changes. The Office Assistant will work approximately 20 hours per week.</p>
Knowledge, Skills, & Abilities Required for the Position	Flexible, works with others, organized, customer focus, good communication skills, self-motivated, dependable
Minimum Qualifications	MS Word, MS Excel.
Preferred Qualifications	Communication Major, Customer service experience.
Grant Funded? *	No
Fund Number (* Only if grant funded)	111111
Employee Class*	UG- Student Hourly
Job Description	This position can be very repetitive and involves close attention to detail. Requires someone who can catch errors in information that is processed. Will work closely with office staff to provide a welcoming and helpful environment to all.
Duties to Perform	General office duties; scanning; computer data entry; assisting staff and students; running errands around campus; other duties to be determined by the office (e.g. special projects)
Other Conditions of Employment	
Action Type	Begin Job Assignment (ADJUNCT, GA, HOURLY, STUDENT)
Open Date* (Cannot be on a weekend or Holiday)	04/01/2021
Close Date (Cannot be on a weekend or Holiday)	4/30/2021