
JOB TITLE:	Office Assistant - Student Worker	FLSA: Non-Exempt
DEPARTMENT:	Foundation	STATUS: Part-Time
LOCATION:	Main Campus - Union	LEVEL: Student Worker
REPORTS TO:	Coordinator	DATE: 08/30/2019

SUMMARY: Work on and help with Foundation activities and related office tasks

ESSENTIAL TASKS: *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

Percentage of Time Frequency Description:

1. 20% Assisting with Foundation events and playing Franklin Falcon as needed.
2. 80% Perform general office work for the Foundation such as hanging up posters, delivering on campus, organizing the office, writing thank you notes, typing, filing, mailing, scanning, and copying as needed.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must enjoy working with a variety of people.
2. Must possess general clerical work aptitude.
3. Knowledge of the internet, including social media
4. Knowledge of computer software for word processing.

QUALIFICATION REQUIREMENTS: *Must be a student enrolled in at least 6 hours per semester; Must have a completed FAFSA form for the current academic year.*

COMMUNICATION SKILLS: Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

KNOWLEDGE, SKILLS AND ABILITIES:

College: Ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

Departmental: Knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; ability to read and interpret departmental documents.

EQUIPMENT AND SOFTWARE: Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job. The employee is regularly required to use hands for fine manipulation using a keyboard and mouse, handle or feel and reach with hands; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Some campus/student activities also may require students to be on-the-go- or on their feet for multiple hours per day. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and sometimes outdoors depending the campus activity. The noise level in the work environment is usually moderate.

ADDITIONAL REQUIREMENTS: None

POSITIONS SUPERVISED: None

DISCLAIMER: *student worker and supervisor will agree upon a work schedule that does not conflict with the student's class schedule. If there are times the student is working when they would normally have class, there should be documentation on file to explain (perhaps class was cancelled). Students NEVER work in an unsupervised environment. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*