FWS Student Assistant Job Description

Department: Career Services
Job Title: Student Office Assistant
Pay Level: 2-4

Supervisor: Eric Cooper
Working Hours: Variable
Hourly Pay Rate: $10.00 - $11.50

Job Summary (purpose or nature of work):
Assists the professional staff with various office duties, to include but are not limited to, filing, creating custom flyers, answering phones, etc.

Job Duties:
1. Filing and/or shredding materials
2. Photocopying/sorting/collating material
3. Creating custom career service flyers
4. Answer phone
5. Basic typing and data entry

Required (or Preferred) Skills, Knowledge, and Abilities:
1. Reliable
2. Excellent interpersonal skills when working with employers
3. Assist at special on-campus functions e.g. Career Fair
4. Typing and keyboard skills and the ability to use standard office equipment
5. Ability to get the word out about upcoming events

Type of Supervision Required:
☑ Direct Supervision - Student receives immediate, close and regular supervision
☐ General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student’s Signature: __________________________ Date: ________________

Supervisor’s Signature: __________________________ Date: ________________