FWS Student Assistant Job Description

Department: Office of the Registrar
Job Title: General Office Assistant
Pay Level: 1

Supervisor: Cynthia Fields
Working Hours: Between 8:00 am to 4:30 pm
Hourly Pay Rate: $10.00

Job Summary (purpose or nature of work):
Provide support in the Office of the Registrar on completing projects

Job Duties:
1. Perform photocopying, filing, sorting, answering office phone (main line), replying to emails in Office of the Registrar inbox
2. Scanning documents into an archival format once scanner is purchased
3. Provide support at reception area desk during peak periods
4. General administrative tasks to support the department

Required (or Preferred) Skills, Knowledge, and Abilities:
1. Basic computer skills, including Microsoft Office
2. Keyboarding skills and ability to use standard office equipment
3. Good interpersonal skills
4. Knowledge of English grammar, spelling, and punctuation

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: ____________________