FWS Student Assistant Job Description

Department: Office of the Commandant
Supervisor: Head Commandant (Paul Jackson-Interim)/Palin Berkana-Wycoff
Job Title: Student Office Assistant
Working Hours: Variable
Pay Level: 1
Hourly Pay Rate: $10.00

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 advertising materials
4. Answer phones
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
4. Typing and keyboard skills and the ability to use standard office equipment

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:_________________________