**FWS Student Assistant Job Description**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Facilities Management</th>
<th>Supervisor:</th>
<th>Bob Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Student Assistant</td>
<td>Working Hours:</td>
<td>TBD</td>
</tr>
<tr>
<td>Pay Level:</td>
<td>Hourly</td>
<td>Pay Rate:</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

**Job Summary (purpose or nature of work):** Will assist Facilities staff in various administrative and light maintenance tasks in the office, field and operation of the warehouse.

**Job Duties:**
1. Answering Phones/Taking messages
2. Inputting and closing work orders
3. Light Filing
4. Photocopy, fax and scan
5. Deliver and pick up packages
6. Grounds and Maintenance work under direction of skilled tradesman

**Required (or Preferred) Skills, Knowledge, and Abilities:**
1. Familiarity with MS Office Suite
2. Ability to communicate effectively verbally and in writing
3. Organized
4. Good with internal and external customers

**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: ___________________________