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| **Job Title:** | **Student Assistant (Work Study)** |
| **Classification of Position:** |  |
| **Name/Address of Student’s Employer:** |  |
| **Job Description** | |
| This is a work-study student position responsible for assisting in the operations and activities of a department or a departmental project, program, or function.  **Job Duties**  ***Examples are provided below. Please add or remove according to your needs.***   * Provides office assistance to the department by assisting staff in routine clerical duties and responsibilities. * Provides assistance in answering phone calls, routing incoming calls, taking messages, greeting visitors, and directing visitors to appropriate staff member. * Assists in file and records maintenance. * Assists in the preparation and implementation of departmental project/program activities. * Provides general information and/or training regarding project/program. * Performs other related duties as assigned.   **Qualifications and Education Requirements**  ***Examples are provided below. Please add or remove according to your needs***   * No direct experience is required. * Training and instruction will be provided. * Prefer students in \_\_\_\_ programs. * **A student must be awarded “Work-Study” for each semester the student will be working.** | |

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| **Department:** |  |
| **Supervisor**  **Name:** |  |
| **Supervisor**  **Phone/ Email:** |  |
| **Student’s Length of Employment:** |  |