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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:** |  |