

STUDENT SERVICES ASSISTANT

DEFINITION

Performs a variety of clerical tasks requiring knowledge of student services programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an academic or classified manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Performs, plans and schedules a variety of clerical duties related to program services.*

Compiles information for lists, reports and transactions and assists in the consolidation and presentation of data.*

Maintains the security of tests, materials and equipment.*

Assists students and faculty with program information and services.*

Types reports, correspondence, minutes, requisitions and schedules.*

Greets, assists and schedules appointments for students and visitors.*

Completes and processes forms in accordance with prescribed procedures.*

Maintains and organizes a system of files and records.*

Inputs data into various computer databases.*

Verifies time sheets for student workers.*

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Word processing and database software programs.

Office practices and equipment.

Recordkeeping principles and procedures.

Student needs and available services.

Applicable rules, regulations, policies and laws related to program activities.

QUALIFICATIONS (continued)

Ability to:

Establish and maintain effective working relationships with faculty and students.

Demonstrate the proper utilization of equipment and materials.

Operate a computer, utilizing word processing, spreadsheet and database software.

Maintain the confidentiality of records and files.

Type 40 wpm.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Requirements:

High School Diploma or equivalent.

Two years of clerical work, including computer software experience.