

# Student Life Office Assistant

## Work-Study Job Description

**NAME OF DEPARTMENT:** Student Life

**PURPOSE OF JOB:** To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

**DUTIES AND RESPONSIBILITIES:**

Work-study will be assigned job duties to be performed on a daily and/or weekly basis.

- Telephone Procedures
- Scheduling Appointments and Appointment Calendar
- Bulletin Boards
- Forms and Policies
- Audio-Visual Requests
- Chapel Records
- Other Tasks & Frequently Asked Questions

**OVERALL JOB QUALIFICATIONS/EXPECTATIONS:**

1. The work-study are expected to know the information stated in the Student Life manual.
2. Work-study personnel are expected to familiarize themselves with the front desk and its resources.
3. The work-study is expected to be reliable and *punctual*, even though scheduling will revolve around his/her academic schedule. A work-study must notify his/her supervisor *one week in advance* if time off is needed.
4. The allotted work hours you are given must be used each week. If a day off is requested, the hours missed must be made up at a later date. This includes all breaks during the academic school year.
5. If an emergency should arise, you must telephone your work-study supervisor before your beginning time and explain the situation. Not showing up is unacceptable. (Your work-study supervisor will work with you in emergency situations.)
6. A work-study is expected to assume job duties and responsibilities in the same manner as regular full-time employees.
7. General upkeep of the office: keep counters clear, water plants, straighten workspace, use vacuum if necessary.