

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISÉD
SUBJECT <i>Communications Aide III/Assistant</i>	RANK x113	GROUP III	CBC	PHYSICAL

DEFINITION:

Under the supervision of the Technical Coordinator of the project, the student usually performs all or part of the following duties:

Assists Technical operations in general office procedures.

BASIC QUALIFICATIONS:

Completion of six semesters of university course work or related work experience, technical expertise in the field as required, good written communication and verbal skills.