

MANUAL  Student Employment Office Office of Career Services	SECTION  Student Job Description			PAGE 1 / 1 <hr/> REVISED
SUBJECT  <b>Communications Aide II</b>	RANK  x112	GROUP  II	CBC	PHYSICAL

DEFINITION:

Under the Supervisor who is responsible for coordinating the necessary operations, a student usually performs all or part of the following duties:

- (a) Distributes material throughout the campus.
- (b) Assists telecom coordinators in performing general functions.
- (c) Performs general office duties: filing, answering phones, compiling and collating correspondence.

BASIC QUALIFICATIONS:

Completed two semesters of university course work or one year related work experience. Light typing ability and good communication skills.