

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 <hr/> REVISED
SUBJECT Communications Aide I	RANK x111	GROUP I	CBC	PHYSICAL

DEFINITION:

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

General office duties: filing, answering phones, compiling and collating correspondence.

BASIC QUALIFICATIONS:

None. This is an entry level position.