

MANUAL  Student Employment Office Office of Career Services	SECTION  Student Job Description			PAGE 1 / 1 <hr/> REVISED
SUBJECT  <b><i>Student Personnel Aide III</i></b>	RANK  x373	GROUP  III	CBC  Yes	PHYSICAL

**DEFINITION:**

Under the direction of a staff or faculty employee, a student usually performs all or part of the following duties:

- (a) Provides information and assistance regarding UIC regulations, and regulations germane to student personnel area of assignment.
- (b) Screens applications, verifies information and keys information into the on line data base.
- (c) Answers information requested in person and over the phone, referring person to necessary program office.
- (d) Provides information to UIC departments and outside agencies.
- (e) Provides information to the professional counselor/officer with the required forms, documentation, etc.
- (f) Provides supervision for the Student Personnel Aide II.
- (g) Performs other duties as assigned.

**BASIC QUALIFICATIONS:**

Completed six semesters of university course work or two years of related work experience.

**QUALIFICATIONS FOR STARTING AT STEP B:**

Completed six semesters of university course work and at least two years previous experience in a decision-making capacity in the student personnel area involved.