

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISIED 7/18
SUBJECT <i>Communications Aide I</i>	RANK x111	GROUP I	CBC	PHYSICAL

DEFINITION:

Under the direct supervision of the Supervisor, the student usually performs all or part of the following duties:

- (a) Administrative and clerical duties, such as answering phones, filing documents and disseminating information.
- (b) Relaying messages and typing documents

BASIC QUALIFICATIONS

None. This is an entry level position.