

MANUAL  Student Employment Career Services	SECTION  Student Job Description				PAGE 1 / 1 REVISIED 7/18
SUBJECT  <b>General Office Aide</b>	RANK  x061	GROUP  I	CBC	PHYSICAL	

DEFINITION:

Under the close supervision of a staff or faculty employee, or a General Office Assistant, a student usually performs all or part of the following duties:

CLERICAL/ADMINISTRATIVE

- a) Assists with clerical/administrative functions.
- b) Answers the telephone, transfers phone calls and answers inquiries.
- c) Sorts, checks and distributes mail correspondence.
- d) Operates common office machines such as fax, copier, and other computer equipment.
- e) Schedule appointments/meetings.
- f) Files necessary materials and assists with inventories.
- g) Runs office errands.
- h) Assembles data for reports.
- i) Inputs data using Microsoft Office.

BASIC QUALIFICATIONS:

None. This is an entry level position.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year of clerical experience.