

MANUAL Student Employment Career Services	SECTION Student Job Description				PAGE 1 / 1 REVISOR 7/18
SUBJECT Secretarial/ Administrative Assistant	RANK x303	GROUP III	CBC *	PHYSICAL	

* position specific

DEFINITION:

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

- (a) Provide high-level administrative support.
- (b) Perform clerical functions such as preparing correspondence, receiving visitors, scheduling and organizing appointments.
- (c) Handle administrative requests and queries from managers.
- (d) Responsible for specific projects and tasks.
- (e) Performs related duties as assigned.

BASIC QUALIFICATIONS:

Three (3) years of clerical experience, two of which must have included duties requiring discretion and independent judgment concerning selection and evaluation of procedure or at least three (3) years of University course work.

Ability to communicate effectively and perform at a fast-pace.

QUALIFICATIONS FOR STARTING AT STEP B:

(a), (b), and (c) above plus four (4) years of clerical experience, two of which must have included duties requiring discretion and independent judgment concerning selection and evaluation of procedures or at least three (3) years of University course work and one (1) year of clerical experience.