

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISIED 7/18
SUBJECT Student Personnel Aide	RANK x372	GROUP II	CBC Yes	PHYSICAL

DEFINITION:

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

- (a) Provide information and assistance regarding UIC regulations.
- (b) Answer routine information requested in person and over the phone, referring the person to the necessary program office for further assistance.
- (c) Distributes official as well as informal bulletins, brochures, etc.
- (d) Provides information to the professional counselor/officer, with forms and documentation when necessary.
- (e) Performs related tasks assigned.

BASIC QUALIFICATIONS:

Completed four (4) semesters of University course work, or one (1) year of related work experience.

QUALIFICATIONS FOR STARTING AT STEP B:

Completed four (4) semesters of University course work and at least one (1) year's previous experience in a decision making capacity in the student personnel area involved.