**Student Personnel Aide**

**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.