

MANUAL  Student Employment Career Services	SECTION  Student Job Description			PAGE 1 / 1 REVISIED 7/18
SUBJECT  <b>Word Processing Aide</b>	RANK  x313	GROUP  III	CBC	PHYSICAL

DEFINITION:

Under the direction of a Manager/Supervisor, a student performs all or part of the following duties:

- (a) Types and prepares documents.
- (b) Uses various business software applications to produce a variety of media.
- (c) Proofreads and edits materials for accuracy, completeness, grammar, and format.
- (d) Compiles data for reports in response to specific requests or instructions.
- (e) Enters, retrieves, updates, verifies, and deletes information from electronic files.
- (f) Organizes and maintains files.
- (g) Handles and processes mail.
- (h) Receives and responds to inquiries by providing directions, instructions, or other general information or
- (i) referring to the appropriate persons.
- (j) Takes and transcribes dictation, minutes of meetings, records of conferences, discussions and interviews.
- (k) Operates standard office equipment.

BASIC QUALIFICATIONS:

Completion of English 160 and 161 or exemption from the composition requirement. Three (3) years of related experience or at least three years of University coursework. Accurate typing at 40 w.p.m. Working knowledge of basic English grammar, usage, and punctuation. Editorial ability.

ADDITIONAL QUALIFICATIONS:

Prior experience in operation of word-processing or computerized phototypesetting equipment.