

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT <b>Communications Aide III/Assistant</b>	RANK x113	GROUP III

DEFINITION:

Under the direct supervision of the Supervisor, the student usually performs all or part of the following duties:

- (a) Handles administrative and clerical duties, including answering phone calls and documenting files and information distribution.
- (b) Supports office operations, manages information, and aids internal processes.
- (c) Assists with planning meetings, scheduling appointments, reviewing communications, and operating office equipment.
- (d) Aids in creating databases, spreadsheets, reports, and presentations.
- (e) Assists with public relations functions.

BASIC QUALIFICATIONS:

Completion of four semesters (2 years) of university coursework or related work experience and technical expertise in the field as required.

LEARNING OUTCOMES\*:

- Seek and embrace development opportunities.
- Understand the importance of demonstrating verbal, written, and non-verbal/body language abilities.
- Employ active listening, persuasion, and influencing skills.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Multi-task well in a fast-paced environment.
- Keep an open mind to diverse ideas and new ways of thinking.
- Demonstrate flexibility by adapting to diverse environments.
- Consistently meet or exceed goals or expectations.
- Prioritize and complete tasks to accomplish organizational and personal goals.
- Use innovative thinking to go beyond traditional methods.
- Plan, initiate, manage, complete, and evaluate projects.

\*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).