

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/21
SUBJECT Communications Aide II	RANK x112	GROUP II

DEFINITION:

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

- (a) Administrative and clerical duties, such as answering phones, filing documents and disseminating information.
- (b) Assists with office activities, manages information and facilitates internal operations.
- (c) Distributes material throughout the campus.
- (d) Assists telecom operators in performing general functions.

BASIC QUALIFICATIONS:

Completed two semesters (1 year) of university course work or one year related work experience.