**Communications Aide II**

**DEFINITION:**

Under the direct supervision of 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.