DEFINITION:

Under the direct supervision of the Supervisor, the 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) Assist with office activities, manages information and facilitates internal operations.

(c) Assist with planning meetings, scheduling appointments, reviewing communiques and operating office equipment.

(d) Assist with the creation of databases and spreadsheets as well as help prepare reports and presentations.

(e) Assist with public relations functions.

BASIC QUALIFICATIONS:

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