

MANUAL  Student Employment Career Services	SECTION  Student Job Description	PAGE 1 / 1 REVISIED 5/21
SUBJECT  <b><i>Communications Aide III/Assistant</i></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) 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 QULAIFICATIONS:

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