DEFINITION:

Under the close supervision of a staff or faculty employee, or a General Office Assistant, a student usually performs all or part of the following duties:

CLERICAL/ADMINISTRATIVE

a) Assists with clerical/administrative functions.

b) Answers the telephone, transfers phone calls and answers inquiries.

c) Sorts, checks and distributes mail correspondence.

d) Operates common office machines such as fax, copier, and other computer equipment.

e) Schedule appointments/meetings.

f) Files necessary materials and assists with inventories.

g) Runs office errands.

h) Assembles data for reports.

i) Inputs data using Microsoft Office.

BASIC QUALIFICATIONS:

None. This is an entry level position.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year of clerical experience.