

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISIED 5/21
SUBJECT <i>Student Personnel Assistant</i>	RANK x373	GROUP III

DEFINITION:

Under the direction of a Manager/Supervisor, a student usually performs all or part of the following duties:

- (a) Provides information and assistance regarding UIC regulations, and regulations germane to student personnel area of assignment.
- (b) Screens applications, verifies information and keys information into the on-line data base.
- (c) Answers information requested in person and over the phone, referring person to necessary program office.
- (d) Provides information to UIC departments and outside agencies.
- (e) Provides information to the professional counselor/officer with the required forms, documentation, etc.
- (f) Provides supervision for the Student Personnel Aide II.
- (g) Performs other duties as assigned.

BASIC QUALIFICATIONS:

Completed six (6) semesters of university course work or two (2) years of related work

experience. QUALIFICATIONS FOR STARTING AT STEP B:

Completed six (6) semesters of university course work and at least two (2) years previous experience in a decision-making capacity in the student personnel area involved.