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 database.

(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.