

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT Communications Aide II	RANK x112	GROUP II

DEFINITION:

Under the direct supervision of the Supervisor, a student usually performs all or part of the following duties:

- (a) Performs administrative and clerical duties, including answering phone calls, organizing files, and relaying information.
- (b) Supports office operations, manages information, and facilitates internal processes.
- (c) Distributes material throughout the campus.
- (d) Assists telecom operators with general functions.

BASIC QUALIFICATIONS:

Completed two semesters (1 year) of university coursework or one year of related work experience.

LEARNING OUTCOMES*:

- Seek and embrace development opportunities.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening, persuasion, and influencing skills.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Multi-task well in a fast-paced environment.
- Keep an open mind to diverse ideas and new ways of thinking.
- Demonstrate flexibility by adapting to diverse environments.
- Consistently meet or exceed goals or expectations.
- Prioritize and complete tasks to accomplish organizational and personal goals.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).