DEFINITION:

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

(a) Handles administrative and clerical duties, including answering phone calls and documenting files and information distribution.

(b) Supports office operations, manages information, and aids internal processes.

(c) Assists with planning meetings, scheduling appointments, reviewing communications, and operating office equipment.

(d) Aids in creating databases, spreadsheets, reports, and presentations.

(e) Assists with public relations functions.

BASIC QUALIFICATIONS:

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

LEARNING OUTCOMES*:

- Seek and embrace development opportunities.
- Understand the importance of demonstrating 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.
- Use innovative thinking to go beyond traditional methods.
- Plan, initiate, manage, complete, and evaluate projects.

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