

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT <b>Student Personnel Aide</b>	RANK x372	GROUP II

**DEFINITION:**

Under the limited supervision of a staff or faculty employee, a student usually performs all or part of the following duties:

- (a) Offers information and assistance regarding UIC regulations.
- (b) Responds to routine inquiries in person and over the phone, directing individuals to the appropriate program office for further assistance.
- (c) Distributes official and informal bulletins, brochures, etc.
- (d) Assists professional counselors/officers with forms and documentation when required.
- (e) Carries out additional tasks as needed.

**BASIC QUALIFICATIONS:**

Completed four (4) semesters of University course work, or one (1) year of related work experience.

**QUALIFICATIONS FOR STARTING AT STEP B:**

Completed four (4) semesters of University course work and at least one (1) year's previous experience in a decision making capacity in the student personnel area involved.

**LEARNING OUTCOMES\*:**

- Identify areas for continual growth while pursuing and applying feedback.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Employ active listening skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of others.
- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Act equitably with integrity and accountability to self, others, and the organization.
- Demonstrate dependability.

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- Prioritize and complete tasks to accomplish organizational goals.
- Have attention to detail, resulting in few if any errors in their work.
- Show high level of dedication toward doing a good job.
- Collaborate with others to achieve common goals.
- Navigate change and be open to learning new technologies.

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