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 relevant to student personnel area of assignment.

(b) Screens applications, verifies information, and enters data into the online database.

(c) Responds to inquiries in person and over the phone, directing individuals to the appropriate program office.

(d) Supplies information to UIC departments and outside agencies.

(e) Provides information to the professional counselor/office along with necessary forms and documentation.

(f) Supervises the Student Personnel Aide II.

(g) Carries out additional duties as assigned.

BASIC QUALIFICATIONS:

Completed six (6) semesters of university coursework or two (2) years of related work experience. QUALIFICATIONS FOR STARTING AT STEP B:

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

LEARNING OUTCOMES*:

- Communicate in a clear and organized manner so that others can effectively understand.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of others.
- Make decisions using sound, inclusive reasoning, and judgment.
- Demonstrate flexibility by adapting to diverse environments.
- Act equitably with integrity and accountability to self, others, and the organization.
- Inspire, persuade, and motivate self and others under a shared vision.
- Plan, initiate, manage, complete, and evaluate projects.
**Student Personnel Assistant**

- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Be present and prepared.
- Demonstrate dependability.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few if any errors in their work.
- Navigate change and be open to learning new technologies.

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