

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT Student Personnel Assistant	RANK x373	GROUP III

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/officer 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.

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- 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 \(NACE\)](#).