Student Job Description

Department: Dean of Academic Departments & Programs/Dean of Studies
Location: S & E S100

Supervisor's Name: Carol Cichy and Ruth Cotter

Please indicate hours/shifts available: Mondays - Fridays, 10:00 a.m. - 4:30 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position within the Department:
To assist with the operation of the Deans' Offices and cover for staff absences (illness, lunch, meetings)

Duties and Responsibilities:
• Greeting visitors
• Answering office telephones
• Running on-campus errands (pick-up/delivery)
• Photocopying
• Shredding
• Editing and/or creating Word documents
• Editing and/or creating Excel spreadsheets
• Collecting and distributing mail
• Restocking office paper supplies

Qualifications for the Position:
• Knowledge of Microsoft Word and Excel
• Proper phone etiquette - comfort answering phones, transferring calls and taking messages
• Confidentiality is of upmost importance