Student Job Description

Department: Disability Services, International Advising and Minerva Programs

Location: Room 303

Supervisors' Names: Shelly Shinebarger, Michelle Pawlowski and Laura Munkres

Please indicate hours/shifts available: week days

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Office Assistant

Duties and Responsibilities:
• General office work including: filing confidential information, answering telephones, making copies
• Type notes for students with low vision
• Work with computer software for book conversion - Audiotext and Dragon NaturallySpeaking
• Write Intellectual Enrichment Grants for international students' excursions
• Work on projects for international students, students with disabilities and Minerva Programs as needed
• Greet office visitors
• Check-in international students each term, which includes copying travel documents
• Post department fliers on campus
• Update Minerva calendar in Reamer Campus Center each week
• Add events to on-line campus calendar
• Design Minerva Fellows calendar

Qualifications for the Position:
• Ability to work independently in a busy office setting
• General proficiency with Word, Excel and Publisher
• Cooperative and collaborative attitude
• Punctual and reliable
• Confidentiality and discretion are important