

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