

## WORK-STUDY JOB DESCRIPTION

Section 1

Job Title: <u>Office Assistant</u>	\$ <u>Current Rate</u>	Minimum to \$ _____
Maximum _____		
Department: _____	Supervisor: _____	

Section 2

**JOB DESCRIPTION:** (be specific and provide detailed description of duties.)

Familiar with Outlook, internet, word, and excel  
Phone Etiquette  
Alphabetizing  
Filing  
Data Entry  
Spreadsheets  
Work with minimum supervision at times  
Understanding of confidentiality  
Usage of copiers, printers, fax machines, labeler, scanner

Section 3

**EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:**

Learn accountability, confidentiality, increase her knowledge of computer programs, learn aspect of office atmosphere, filing, data entry, and to work under minimal supervision. Learn how to run office equipment. The person will also learn to work with high level management in an Executive Office. Also, be trained in proper office attire and language usage. Phone Etiquette, and customer service.

Section 4

**MINIMUM QUALIFICATIONS:** (what skills must a student possess to do this job?)

Familiar with computers  
Able to work and support multiple people  
Able to type  
Comfortable with working with higher management  
Phone Etiquette  
Customer Service

Section 6 USE ONLY

APPROVED: _____	Date _____
Signature Career Services	
Federal Work Study Funds <input type="checkbox"/>	State Work Study Funds <input type="checkbox"/>
Percentage Reimbursement: <input type="checkbox"/> 75% <input type="checkbox"/> 100 %	Position Number: _____