

Position Description
Undergraduate Student Assistant
First Year Advising and Exploration
Student Development and Enrollment Services

The student assistant in Student Development and Enrollment Services provide general clerical support to the leadership team in the office. Responsibilities include:

- Responsible for filing, photocopying, and shredding sensitive files.
- Screens and transfers telephone calls.
- Greet visitors, staff, students, administrators and provide assistance to include referral to other academic support services
- Responds to inquiries
- Organizes and maintains files
- Receives, sorts, pick up, distributes and delivers campus/office mail
- Makes copies and send faxes
- Assist with advising appointment scheduling
- Participate in appropriate student assistant training
- Assist with general questions to include referral to other campus student services
- Other duties as assigned
- Adhere to SDES policies (as provided by Assistant VP SDES) regarding attendance, punctuality, notification of absence due to sickness, appropriate use of computer internet access, and appropriate dress code for the office.