



ALVERNO COLLEGE
ESTABLISHED 1887

Student Employee Job Description

Position Title: Student Assistant

Date: August 2019

Department: Student Affairs

Status: Student Employment

Reports To: Student Affairs Office Manager

Salary: \$8 per hour

Primary Function:

Serve as front-line staff and receptionist for the Dean of Students Office. Answer phones, record accurate messages, and direct calls to appropriate departments. Provide clerical assistance to all members of the Student Affairs Division and positive customer service.

Principal Responsibilities

1. Greet people in a professional, friendly manner, provide assistance to students, staff, faculty and visitors, independently respond to questions with correct information or refer individuals to the appropriate office.
2. Assist with special events (Orientation, Community Day, Convocation, Commencement).
3. Take student and employee IDs.
4. Operate phones, printers, copier, paper cutters, button machine and other office equipment.
5. Create display board, bulletin boards, and publications.
6. Take responsibility for completing assigned work on time and accurately.
7. Type correspondence and forms accurately.
8. Comply with safety procedures and maintain clean and orderly work areas.
9. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student.
2. Must meet Financial Aid Satisfactory Academic Progress requirements.
3. Alverno student in good academic standing.
4. Knowledgeable of Alverno offices, programs, curriculum, and resources.
5. Provide a friendly, hospitable and service-oriented atmosphere in the office.
6. Must be able to work independently, be a team player, and willing to learn.
7. Have the ability to problem-solve, ask questions, and make independent decisions.
8. Must be detail-oriented and accurate.
9. Show a desire to learn.
10. Assume responsibility for general, daily and ongoing tasks.
11. Basic computer skills and knowledge of Microsoft Office.
12. Maintain confidentiality.

Working Conditions

General office environment. Some heavy lifting required (up to 20 lbs).

Open Shifts for Fall 2019 – Must be able to work during all or part of these times. Please indicate your availability.

Monday: 8:30 am – 3:00 pm
Tuesday: 3:00 pm – 5:00 pm
Wednesday: 10:00 am – 5:00 pm
Thursday: 10:00 am – 5:00 pm
Friday: 8:30 am – 5:00 pm

Notes

- Pay rate determined by Financial Aid
- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Ready to apply? Click [HERE](#) to complete your application.