

Student Assistant Job Descriptions Ed Division

Position Title: Student Assistant
Date: 1/20/2023
Department: School of Professional Studies, Education Division
Status: Student Employment
Reports To: Director of Clinical Placement & Licensing
Salary: \$11-\$14/hr.

Primary Function:

Assist the Education Division, primarily the Clinical Placement and Licensing Office, with diverse tasks and special projects which contribute to the effective and efficient operation of the division. This position requires the employee to work independently primarily on the computer to enter data, placements, and other information into spreadsheets, management programs such as LiveText, and other digital forms.

Principal Responsibilities:

1. Create and maintain files and documents (including electronic), update correspondence and forms, and assist in maintaining databases and spreadsheets according to office procedures.
2. Handle and maintain confidential materials and information in a professional manner.
3. Perform errands as necessary.
4. Take responsibility for completing assigned work timely and accurately.
5. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
6. Comply with safety procedures and maintain clean and orderly work areas.
7. Complete tasks as scheduled.
8. Data entry and data management.
9. Professional communication via phone and email.
10. Create, modify, and update media including documents, fliers, videos, etc.
11. Perform other tasks as necessary to support the mission of the College.

Skills/Qualifications/Requirements:

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Basic computer skills and knowledge of LiveText, Google, and Microsoft Office
3. Ability to understand Alverno offices, programs, curriculum, and resources.
4. Demonstrate the knowledge, skills and maturity to provide effective assistance.
5. Ability to maintain confidentiality.
6. Must be able to work independently, be a team player, and be willing to learn.
7. Ability to problem-solve, ask questions, and make decisions.
8. Demonstrate appropriate and professional communication skills when interacting with staff, faculty and students.
9. Must be detail-oriented and accurate.
10. Work style is flexible and collaborative.
11. Apply skills and knowledge from one situation/task to another.

Working Conditions:

General office environment.

Office Hours:

Up to 20 hours per week with preference to Monday-Friday 9am to -6pm; Summer and Winter break hours required. Some flexibility in scheduling available after the training period.

Notes:

- Due to position funding, priority given to applicants eligible for Federal Work Study.
- 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 Kim Jacobson, Director of Clinical Placements, Assessment, and Licensing, kim.jacobson@alverno.edu for more information

Is this job for me?

Yes! Apply!	This may not be the position for you:
I enjoy working independently.	I need a lot of social interactions during my shift.
I am comfortable with computers and willing to learn new tricks to improve efficiency.	Computers are not my friends.
It is easy for me to follow up on tasks after I have been shown the process.	I prefer to have constant assistance from a co-worker to do tasks.
I prefer a flexible schedule where I can work more some weeks and less other weeks.	I need a very consistent schedule.
I can work a mix of hours during the week.	I can only work evenings after 4pm and weekends.