

**Alverno College  
Student Employee Job Description**

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**Position Title:** Student Office Assistant                      **Date:** 8/26/20  
**Department:** Academic Affairs                                      **Status:** Student Employment  
**Reports To:** Executive Administrative Asst.                      **Salary:** \$9.00/hour

**Primary Function:** To provide project assistance and office coverage support to the staff in the Academic Affairs office. All work will be conducted remotely.

**Principal Responsibilities**

1. Assist with the maintenance and updating of the Academic Affairs presence on the Intranet.
2. Verify the presence of syllabi on Moodle courses each semester.
3. Assist with data entry for Academic Affairs projects and processes.
4. Assist with preparations for Academic Affairs events once we are able to host them safely.
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 all health and safety procedures.
7. Perform other tasks as necessary to support the mission of the College.

**Qualifications**

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Must be proficient in the use of Microsoft Office suite and willing to learn additional software applications including Google Suite, Moodle, and MorWeb.
3. Must demonstrate strong customer service skills.

**Working Conditions**

All work will be conducted virtually to minimize presence on campus.

**Notes**

- 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.