

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Communication Disorders and Sciences
POSITION: Student Worker (Front Office Assistant)
SUPERVISOR(S): Felicia Magee
PURPOSE / ROLE: Assist in front office
QUALIFICATIONS: [Click or tap here to enter text.](#)
CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

The Student Worker front office position is responsible to support the administrative personnel in the CDS Office in providing excellent customer service at the front desk.

1. Perform general clerical duties such as filing, typing, data entry, creating spreadsheets, creating packets, making copies, answering the phone, running errands, picking up deliveries, mailing documents, greeting clients/families; etc.
2. Assist with preparation of events and programs as requested
3. Assist the Clinic Director and Office manager with clinic duties
4. Other duties as assigned.

OVERALL JOB QUALIFICATIONS:

- Strong written and verbal communication skills
- Ability to maintain composure to communicate effectively with office staff, students and others who contact the office
- Office experience with programs such as Microsoft Word and Excel necessary
- Strong problem solving skills and great attention to detail
- Ability to type, error-free, to complete work in a timely manner
- Ability to handle confidential information with discretion; violations of privacy laws will result in immediate termination.

8/7/2023