



Please submit form to the Office of Student Financial Aid.

Job Title: _____

Department: _____

Acct Number: _____

Reports to (Supervisor Name): _____

Basic: Perform entry level duties.

Maximum Hours: 19 hours per week

Hourly Rate: \$ _____

Supervised: Periodically supervised. Work is reviewed upon completion of the assignment.

General Duties: Student workers at the III-level perform skilled standardized and non-standardized operation where the required judgment involves a clear understanding of the applicable principles and practices. These employees make independent choices between predefined options or perform duties which require the exercise of initiative and judgment under limited supervision. Employees in this category must have education and/or related work experience in order to effectively perform their duties. Their work is generally reviewed upon completion of the assignment. Typical assignment may include: (1) Using well-developed office skills to compose, type, and proof correspondence and reports; setting-up and maintaining files, arranging appointments, word processing; text-editing; and moderately complex data entry; (2) writing basic program instructions and updating web pages using html software, use of low level computer programming skills requiring familiarity with and some understanding of programming procedures and techniques; (3) developing moderately complex spreadsheets and manipulating data in Excel files. Typically the position would require the following: completion of required certificates, course work, or training; one or more years of experience using technical skills; and may supervise other employees.

Departmental Duties: Provides support for the Department of _____. Duties can include customer service, office support, and running errands on campus as needed.

General Requirements: Experience in area of work is required for level III. An understanding of standardized and non-standardized departmental procedures is expected; knowledge of systems and complex procedures is required. Employees must be able to follow verbal and written instructions

Department Requirements (skills, knowledge, experience, and ability or physical activity):

1. Ability to communicate effectively
2. Customer service skills
3. Basic office skills

Name of Individual Preparing Job Description: _____

Signature: _____

Date Prepared: _____