

UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

JOB TITLE: SCS Student Assistant

DEPARTMENT: School of Continuing Studies

ADDRESS: Special Programs Building

TELEPHONE: 289-8134

SUPERVISOR: Cheryl Genovese

JOB SUMMARY: Perform routine office and clerical duties, and serve as liaison for special summer classes

SPECIFIC DUTIES:

1. Photocopy and collate papers and exams, help with evaluations for summer school.
2. Assist with mailings and other miscellaneous office activities/duties for summer school.
3. Answer phone inquiries; relay and/or refer messages as necessary.
4. Occasionally run small errands (e.g., to the post office, library, various offices, etc.).
5. Serve as liaison for special summer classes.
6. Other duties as assigned.

QUALIFICATIONS:

Good organizational skills. Pleasant telephone manner needed. Excel and Microsoft experience.

for Student Employment office use only

wage rate: level I

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