Position and Pay Grade: Student Employee Level 2

Salary Range: $ 8.80 - $ 10.50
The rate of pay assigned by a department to a student is based on the specific responsibilities of the job the student will perform as stipulated in the specific departmental job description as well as the student’s level of experience with the specific responsibilities and qualifications of that job description.

Position Summary:
Duties are moderately complex and some experience is required. Specific tasks will vary depending on departmental position. High volumes of work should be expected in regard to interaction with customers and work output. Strong need for employee to work independently. Sound judgment is necessary in dealing with subjective and sensitive information, especially when supervisor is not present. Independent decision-making and accountability required.

Responsibilities may include but are not limited to:
- Perform required duties and responsibilities with minimal supervision
- Assist staff in performance of their daily duties and the daily operation of the department
- Provide excellent customer service; respond to questions, concerns, or complaints in a proactive manner
- Perform periodic checks on supplies, materials, procedures, outcomes, equipment, facility, etc.
- Operate University property, equipment, vehicles, software and hardware without supervision
- Perform other duties as assigned

Qualifications include:
- Knowledge of services performed and provided by office/department
- Previous related experience
- Willingness to expand knowledge beyond basic job duties and skills
- Ability to work independently
- Possess strong communication and problem-solving abilities
- Prior customer service is preferred
- Ability to work in a collaborative environment