



Position Title: Part-Time Student Life Clerk

Job Code: 8300

Reports To: Manager

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Student Life Clerk will provide support to other areas of Student Services as needed.

Duties & Responsibilities:

- Creates service agreements/contracts for Student Life events
- Creates work orders for media services and campus service to support student activities
- Issues student IDs and student decals
- Creates flyers/advertising for Student Life events
- Performs general office work, including filing, answering phones, providing front-end customer service to walk-in students and staff
- Provides staffing for student life events
- Answers phones, greets and assists students
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Minimum High School Diploma and six (6) months clerical experience required
- Proficiency in Microsoft Office
- Must have good interpersonal skills
- Must possess excellent verbal and written communication

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name