



Position Title: Part-Time Student Life Assistant I

Job Code: 8378

Reports To: Director

Grade: W4

FLSA: Non-Exempt

Job Description:

The Part-Time Student Life Assistant I is responsible for assisting in the day to day delivery of services to program students. This individual monitors record keeping and a variety of administrative duties

Duties & Responsibilities:

- Assists with the coordination and operation of the department
- Develops and implements a range of educational, recreational, and social activities
- Develops and/or facilitates educational workshops for the department
- Serves as a liaison with other student services departments
- Answers routing questions and referring students to appropriate professional service
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- One (1) year of college and one (1) year work related experience or any combination of education and experience
- Excellent oral & written communication as well as computer skills
- Good interpersonal and organizational skills
- Proficiency in MS Office, Excel, Outlook, PowerPoint, & Publisher

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name