University Student Services Assistant III (0869)

**Basic Purpose/Job Function:** Coordinates and performs a variety of clerical functions following established standards.

**Examples of Titles Replaced:** Academic Records Specialist, Admissions Specialist, Graduation Assistant, Lead Financial Aid Assistant, Registration Specialist

**Typical Functions May Include:**

1. Assisting with the day-to-day responsibility for coordinating and performing specialized clerical tasks
2. Assisting students with financial aid, registration, or academic advising procedures and policies
3. Preparing budgetary records and expenditures
4. Initiating departmental purchases
5. Drafting, typing and proofreading memoranda, letters, reports and records
6. Receiving, reading and distributing incoming mail
7. Compiling reports
8. Maintains filing systems including confidential documents
9. Assisting with coordination of departmental personnel and payroll issues
10. Manipulating pre-packaged software to accomplish specific computer tasks
11. Handling cash and other valuables
12. Screening calls and responding to inquires
13. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May supervise, train and evaluate clerical support staff

**Supervision Received:** Determines action to be taken handling all but unusual cases and is expected to function independently following training.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 12 - 24 Months  
  **Type:** Office Clerical, Office Management or equivalency
- **Skills:** Creativity in composing or presenting oral and written communication; ability to perform basic math functions; word processing
- **Special Requirements:** Regular pressure to meet productivity standards; may be required to bend, lift, stoop, carry and be exposed to temperature changes; may require a background check
- **Licenses:** Determined by the nature of the position and/or department.
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- **Certifications**: Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.