Office of Human Resources
Broadband Job Description - University Student Services Assistant Series - 2/17/2002

University Student Services Assistant II (0868)

**Basic Purpose/Job Function:** Performing clerical and secretarial duties following established standards.

**Examples of Titles Replaced:** Academic Records Clerk, Admissions Clerk I, Admission Clerk II, Bursar Service Representative, Financial Aid Assistant, Registration Clerk

**Typical Functions May Include:**

1. Drafting, typing and proofreading memoranda, letters, reports and records
2. Maintaining office supply inventory
3. Providing information regarding location or availability of materials, resources and services
4. Making copies and assembling materials
5. Answering and routing phone calls
6. Greeting and routing office visitors
7. Assisting students with policies and procedures
8. Maintaining filing systems, databases and confidential records
9. Performing sorting, checking, calculating and posting functions
10. Scheduling appointments
11. Compiling data and making charts and graphs
12. Handling cash and other valuables
13. Opening, routing and preparing incoming and outgoing mail
14. 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:** Has no regular supervisory responsibility. May train others in similar positions.

**Supervision Received:** Receives general supervision; is expected to follow standard practices, referring cases outside of standard procedure to supervisor

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 6 –12 months  
  **Type:** Office Clerical
- **Skills:** Knowledge of correct grammatical structure, vocabulary and formats; ability to perform basic math functions and read and understand written materials; word processing
- **Special Requirements:** May be required to bend, lift, stoop, carry and be exposed to temperature changes; may require a background check
University Student Services Assistant II (0868)

- **Licenses**: Determined by the nature of the position and/or department.
- **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.