University Student Services Assistant I (0867)

Basic Purpose/Job Function: Performing routine clerical duties following established standards.

Examples of Titles Replaced: Financial Aid Records Clerk; Orientation Assistant; Retention Specialist, Summer Advisor, University College

Typical Functions May Include:

1. Maintaining filing systems and records
2. Operating standard office machines, duplicating and word processing equipment
3. Assembling materials and information packets
4. Assisting students with policies and procedures
5. Answering and routing phone calls
6. Making copies
7. Opening, routing and preparing incoming and outgoing mail
8. Compiling reports using prescribed formats
9. Running errands
10. 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 specific supervision

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 0 – 9 months  **Type**: Office Clerical
- **Skills**: Ability to perform basic math functions; word processing skills
- **Special Requirements**: May be required to bend, lift, stoop, walk, carry and be exposed to temperature changes; may require a background check
- **Licenses**: Determined by the nature of the job and/or department.
- **Certifications**: Determined by the nature of the job 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.