DEPARTMENT/POSITION
ADMINISTRATIVE OFFICES - STUDENT ASSISTANT

BASIC FUNCTION AND RESPONSIBILITY

Provides support to Administrative Offices

CHARACTERISTIC JOB DUTIES

Print and post promotional pieces including:
- Flyers for Bulletin Boards
- Table Top Images
- Other materials as needed

May perform general office (filing, phone calls, copying, separating mail, etc.) and housekeeping duties

Greeting guests and letting appropriate administrators of such guests

Other duties as assigned

REPORTS TO

Administrative team member

WORKING CONDITIONS

General office work

QUALIFICATIONS

Registered for a minimum of six (6) credit hours at KSU and a minimum 2.0 GPA; Work-Study eligible preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Skill in interpersonal communication to work effectively with University personnel

Reliable and professional

Strong computer skills in Microsoft Office

Strong proofreading skills

Strong organizational skills