Student Employee 1 - $9.25-$10.50

Student Academic Services is a central administrative unit for the college of Education that is comprised of five academic areas and seventeen research/outreach units. Functions of this office could have an effect on all or part of the entire college. The assigned mission is to prepare individuals to become administrators, teachers, researchers, and other related professionals.

Purpose of this Position
This position provides support in a wide variety of tasks for the Office Manager, Director of Events & Outreach, Licensure Analyst, Director of Institutional Assessment, Tutoring Coordinator and others affiliated with Student Academic Services and the Office of the Dean. This position reports to the Office Manager. Student employees are expected to be courteous to co-workers and the general public, be accurate, conscientious, perform tasks in a timely manner, communicate well, report on time, and dress appropriately.

Students can work 25 hours a week when school is in session and full-time during breaks (hours must be approved). Signed timesheets are due the 10th of each month and are given to the Office Manager. Pay day is the last working day of each month. It is understood that a student's number one priority is academics. Both in the event of sickness or family emergencies, students are expected to inform their supervisor or other staff in the office that they will not be reporting to work.

Description of Duties

40% Answer phones and greet visitors to the COE Student Academic Services. Give accurate information and direction to all inquiries.

40% Perform general office tasks including, but not limited to: copying, filing, sorting and distributing mail, assisting with bulk mailings, monitoring bulletin boards, creating files, sending/distributing faxes, filling office machines with paper, monitoring conference room schedule, typing purchase orders and other forms.

20% Weekly/monthly/as needed cleaning and maintenance tasks: collection of recycling, cleanup kitchen and counter, cleanup mailroom, water office plants, clean glass on copiers, change toner, dust appropriate areas, clean refrigerator and dispose of out dated food, defrost refrigerator.

Working Conditions
Typical office environment. Some heavy lifting required (up to 25 pounds). Use dolly to transport boxes across campus and back.

Guidelines
Student Academic Services desk manual. Telephone/Audix manual. UO postal regulations. Consult with the Student Academic Services Office Manager and other office staff for direction when needed.

Last updated 6/1/2015