

## Job Description

### **JOB TITLE: Student Assistant I**

### **DUTIES & RESPONSIBILITIES:**

Performs routine entry-level technical, office, and clerical duties, some of which may require an automated system. Duties may include but are not limited to:

- Data entry of forms into an automated system.
- Filing
- Sorting and alphabetizing documents
- Copying
- Assists with mail
- Answers phone calls, takes messages and greets visitors
- Performs other related duties as assigned.

### **EDUCATION & EXPERIENCE:**

- Current student of the University of Houston-Clear Lake
- Basic knowledge of computer hardware and software
- Knowledge of Microsoft Word, Excel, and database software.
- Excellent verbal and written communication skills.