

Job Description

JOB TITLE: Student Assistant II

DUTIES & RESPONSIBILITIES:

Performs routine entry-level technical, office, and clerical duties, some of which may require an automated system and accurate typing skills. 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
- Assists walk-ins as needed
- Researches problems, issues, and inquiries
- Performs other related duties as assigned

EDUCATION & EXPERIENCE:

- Current student of the University of Houston-Clear Lake
- Six months of experience in a college/university environment.
- Basic knowledge of computer hardware and software
- Knowledge of Microsoft Word, Excel, and database software.
- Experience utilizing computer software applications.
- Excellent verbal and written communication skills.