

## Job Description

### **JOB TITLE: Student Assistant III**

#### **DUTIES & RESPONSIBILITIES:**

Performs moderately complex technical, office, and clerical duties, some of which may require an automated system and accurate typing skills, as well as a degree of responsibility and judgment. Duties may include but are not limited to:

- Data entry of forms into an automated system.
- Filing, sorting, copying and alphabetizing documents
- Assists with mail
- Answers phone calls, takes messages and greets visitors
- Higher-level administrative tasks.
- Editorial assistance
- Higher level technical skills; duties are specialized or technical requiring exceptional and diversified skills
- Performs other related duties as assigned

#### **EDUCATION & EXPERIENCE:**

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