### Wittenberg University
**Student Employee Position Description Form**

<table>
<thead>
<tr>
<th>Department</th>
<th>Student Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Title:</strong></td>
<td>Student Coordinator – General Office Assistant</td>
</tr>
<tr>
<td><strong>Start Date:</strong></td>
<td>Immediately</td>
</tr>
<tr>
<td><strong>End Date:</strong></td>
<td>5/13/16</td>
</tr>
<tr>
<td><strong>Hours per week:</strong></td>
<td>Hours are Monday, Wednesday and Friday from 10am to 11:30am</td>
</tr>
<tr>
<td><strong>Hourly Rate:</strong></td>
<td>$8.10</td>
</tr>
<tr>
<td><strong>Position Supervisor:</strong></td>
<td>Elizabeth Ames (Carol Nickson – Alternate Supervisor)</td>
</tr>
<tr>
<td><strong>Supervisor title:</strong></td>
<td>Director of Student Activities</td>
</tr>
<tr>
<td><strong>To apply/inquire:</strong></td>
<td>To apply <a href="#">click</a></td>
</tr>
</tbody>
</table>

**Duties and Responsibilities of position:**

1. Perform various clerical duties including data entry, general/electronic filing, answering phones, assisting with general office tasks, & other duties as necessary
2. Create and distribute publicity for Student Involvement and/or Student Employment events and job listings
3. Assist with maintaining Student Involvement and/or Student Employment websites and online job listings board as needed
4. Other duties as assigned

**Qualifications needed for position:**

1. Excellent verbal and written communication skills
2. Strong customer service skills
3. Working knowledge of Microsoft Office programs
4. Willingness to learn different types of computerized applications
5. Comfort working in a high-pace office setting
6. An interest in student involvement and campus activities
7. Must be available to work from 10am to 11:30am Monday, Wednesday and Friday