**Title:** Appropriate Student Title

**Unit:** DOR Unit

**Supervisor:** Supervisor Name

**Position:**

The student employee, under supervision, performs day-to-day duties pertaining the operations of the front office and provides administrative support.

**Pay:** $7.25/hour

**Job Duties:**

* Greet and assist visitors
* Answer and route calls
* Create and update various files
* Assist in updating forms
* Set up for meetings
* Run errands as needed
* Make and distribute copies
* Other special projects as assigned

**Requirements:**

* Must be able to work 15-20 hours per week
* Excellent written and verbal communications skills
* Strong work ethic (dependable, reliable, demonstrate initiative, etc.)
* Courteous and professional
* Must be able to lift 20-30 pounds; must be able to stand for long periods of time

**Preferences:**

* Previous experience working in a business/administrative office

**Learning Outcomes:**

* Communicate effectively in a professional setting
* Articulate how the skills they are gaining are transferable
* Demonstrate ability to interact respectfully with all people
* Participate effectively in teams

**Export Controls:**

* The job duties performed in this position will/will not involve the use of restricted items, software or technology covered by Export Controls regulations.

\*Items listed above in RED are examples. Job duties and requirements must be appropriate for the position. Items in BLUE **must be** edited to complete the student PD.