

Chabot College Student Assistant Job Description

Division, Department:

President's Office - Institutional Research

CONTACT PERSON:	Carolyn Arnold	PHONE:	510-723-6965
SUPERVISOR (if different):	Carolyn Arnold	ADMINISTRATOR:	Susan Sperling
POSITION TITLE:	Student Assistant I	BUILDING / ROOM:	200/231 and 700/727

PURPOSE: *(Click on gray field and type.)*

Under the direction of the Coordinator of Institutional Research, the Research/Administrative Assistant assists the Office of Institutional Research by organizing and maintaining office, computer and paper files, organizing and conducting data entry activities, producing complex text, tables, graphs, mail-merges, and reports in Word, Excel, and PowerPoint, monitoring and ordering office supplies, tracking budgets and budget items, answering the phone, preparing incoming and outgoing mail, scheduling meetings, obtaining institutional and grants research information from the Web, and assisting with other related administrative, clerical, grants, and research tasks.

POSITION REQUIREMENTS:

Example: attention to detail, demonstrates proficiency with Microsoft Office software (Word, Excel); good organizational skills, etc.

Required skills:

1. Experience in design and use of Excel tables, graphs, and text.
2. Experience and knowledge of most Word and MSOffice clerical functions on PC computer.
3. Experience in designing and revising Power Point presentations
4. Experience in keeping track of supplies, requisitions, budgets, and other financial information
5. Experience in conducting Internet research and email correspondence
6. High-level English comprehension, reading, writing and communication skills.
7. Detail orientation, thoroughness, and follow-through.
8. Ability to take on and complete projects independently.

Preferred skills:

9. Good organizational skills.
10. Design experience and/or artistic ability
11. Clear writing ability.
12. Ability to interact with faculty and business community in a professional manner.

DUTIES:

CARNOLD:Users:carnold:Desktop:A. B. IR & Grants:A. A. IR & Grants Staff & Work Plans:A. A. IR/Grants Job Descs, hiring, memos:A. Admin_Clerk_III_StudAssist jobs:A. A. A. Fall 13 FWS job and apps:A. A. PRESOF - research and grants student assistant2013-14.doc
Revised: September, 2009

Chabot College Student Assistant Job Description

Student employee (including FWS) may not perform or replace the work of a classified employee, but could provide general support to gain employment experience and the opportunity for mentoring.

1. Perform support functions for the Institutional and Grant Development Offices such as answering phones, preparing letters, preparing mailings, and monitoring supplies, completing business paperwork.
2. Perform text/numeric data entry tasks using Word documents and Excel spreadsheets.
3. Create Excel spreadsheets, statistical tables, and associated graphics.
4. Design and mail merge Word files to produce lists, letters, labels, and other text products.
5. Produce lists, letters, labels, and other text products.
6. Organize and maintain computer and paper files.
7. Assist in the preparation of written reports and PowerPoint presentations.
8. Research, retrieve, download, format, and/or print data and text files off the Web.
9. Correspond via email and phone.

STUDENT ASSISTANT PAY RATE:

Category: C *See Student Assistant Pay Category and Rate Schedule, Board-approved 12/19/15 & effective 1/1/16.*

Rate: \$11.00 *an hour*

LENGTH OF POSITION:

Semester or year based on available funds and student's financial / Academic eligibility.

It is a Federal requirement that any student working as a Federal Work Study employee have a written job description for their position. Per federal regulations, "each FWS position should have a job description that includes name and department of employer, supervisor, purpose of student's job, duties and responsibilities, job qualifications, wage rate or range, and length of student's employment (beginning and end dates). FSA 2006-07, Volume 6, Chapter 1, page 6.21