



Federal Work Study Program Position Description

NAME OF THE POSITION: Student Affairs Assistant

CLASSIFICATION: Federal Work Study Program

EMPLOYER: Charles R Drew University

DEPARTMENT: Division of Student Services

LOCATION: Cobb Building

WORK HOURS: TBD

RATE OF PAY: \$15/hour

SUPERVISOR: Dr. Jinny Oh

POSITION OPENING: 1

The purpose of this federal work study student position is to gain valuable skills in data entry, provide office support and event support for the Division of Student Affairs.

Essential Duties and Responsibilities:

- Data Entry
- Answering Phone Calls
- Directing Inquiries to the Appropriate Department
- Filing Documents
- Organizing Office Space
- Assisting with ongoing office projects such as organizing materials for the orientation program
- Assisting with various event programming

Skills and Abilities:

- Demonstrate ability to work effectively both independently and as part of a team.
- Ability to communicate effectively, both in writing and orally
- Ability to maintain a high degree of accuracy in data entry
- Ability to manage multiple projects, work efficiently under pressure, and meet deadlines
- Ability to maintain confidentiality
- Ability to maintain working relationships with a diverse population of students, faculty, staff, and other
- Ability to maintain excellent customer service
- Organizational skills
- Microsoft Office Suite experience
- Excellent customer service

Other Duties and Responsibilities:

- Performs other duties as assigned or requested.

EDUCATION:

- High school diploma

EXPERIENCE:

- Experiences working in an office environment using MS Office software packages.

WORK ENVIRONMENT:

- Variable work environments including non-traditional service areas
- May work in cramped, crowded quarters

PHYSICAL DEMANDS:

- Walking, stooping, reaching, climbing high and low levels
- Lifting up to 25 pounds; carrying materials to various locations
- Finger and hand movement and feeling sufficient for computer and equipment operations
- Clear speaking, hearing conversationally, and seeing near and far

MENTAL DEMANDS:

- The ability to perform highly detailed work with sustained attention and care while providing/obtaining information on numerous tasks is paramount to success in this position.
- Able to work effectively and concurrently on unrelated tasks; use of sustained concentration and decision-making processes. Constant calculating, reasoning, judgment, resourcefulness, analytical ability, and ingenuity. Able to prioritize work for best outcomes.