**Job Title:** Student Affairs Assistant

**Job Code:** 61832

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**JOB SUMMARY**

The Student Affairs Assistant is responsible for performing administrative and clerical duties in support of the Student Affairs Program.

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**MAJOR DUTIES**

- Provides secretarial and clerical duties in support of the student services program;
- Enters data from forms, records and/or reports using BANNER software or onto appropriate websites;
- Codes information as appropriate;
- Greets visitors and/or students and determines the nature of their business and provides appropriate information or refers to appropriate personnel;
- Maintains calendars and schedules appointments, meetings and conferences;
- Responsible for meeting facility and equipment, travel and/or lodging arrangements;
- Assists with special event planning and execution;
- Coordinates individual campus visits and assists with group tours as needed;
- Monitors use of and maintains supplies, equipment and/or facilities for assigned program;
- Assists with recruiting and marketing activities;
- Assists with registration functions;
- Directs and supervises clerical interns and/or work study students assigned to the department;
- Assists with the design and execution of special events, projects and activities as requested.

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**COMPETENCIES**

- Knowledge of modern office practices and procedures
- Knowledge of modern office equipment
- Knowledge of customer service standards
- Knowledge of department and college policies and procedures
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public

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**MINIMUM QUALIFICATIONS**

- High school graduate or equivalent *and* Six (6) months of related work experience

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**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.