



Student Assistant- Pay Level-1

This is an entry level student position under the direct supervision of an APSU faculty or staff member. Typical tasks include, but are not limited to:

- Deliver internal mail.
- Answer the telephone and direct inquiries to the appropriate individual.
- Assist in the creation and posting of materials.
- Assist office staff in making copies, faxing, filing, and entering data.
- Receive guests and schedule appointments.
- Other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software.
- Ability to communicate effectively in person and over the phone.
- Ability to maintain confidentiality.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Attendance and punctuality are essential to this position.

Minimum Qualifications

- Must be a student enrolled at least ½ time.
- Minimum 1.5 GPA.
- A background check may be required of the successful applicant.
- Direct deposit required.

Pay Rate: \$6.55-\$8.52/hr

Works under the direct supervision of an APSU faculty or staff member.