

**Bowie State University Federal College Work-Study Position Description**

**Title:** Student Assistant

**Department:** Department of History & Government

**Department Approval By:** History & Government Department Chair

**Date:** Fall 2023 Semester

**REPORTS TO:** Administrative Assistant and Chairperson for the Department of History & Government.

**PURPOSE:** To provide office support to the History & Government Department with minor projects for the upcoming academic year and to assist with administrative duties when needed.

**DUTIES & RESPONSIBILITIES:**

- Assist in a variety of office and customer service tasks such as answering the phone, greeting and assisting customers.
- Assist in managing files, updating paperwork and other documents, and performing other general office clerk duties and errands.
- Assist in scanning, photocopying and printing documents in the office.
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Monitor stocks of office supplies (paper clips, stationery, etc.) and report when there are shortages.
- Update the bulletin board by posting and/or removal of outdated materials. Maintains an adequate inventory of office supplies.
- Provide word-processing and secretarial support.
- Perform other office duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge and understanding of computer systems and Microsoft Office Applications.
- Must possess excellent organizational, project management, communication and interpersonal skills.
- Must be attentive to details and deadlines, flexible, and able to handle multiple tasks in a fast paced environment.
- Must be able to relate to a diverse body of students, faculty and employers
- Ability to work independently.
- Ability to handle highly confidential and sensitive situations with professionalism, empathy, and discretion.

**MINIMUM TRAINING & EXPERIENCE:**

- Enrolled undergraduate student at Bowie State University.
- Comprehensive knowledge of MS Office software (Excel, Word, PowerPoint, Publisher)
- Excellent communication and writing skills.
- Ability to multitask and handle small projects.

**CONDITIONS OF EMPLOYMENT:**

- Office environment, some physical lifting, bending, pulling, standing on step-stools, walking throughout the campus will be required.