**Center for Honors, Scholars & Leadership**

**Student Employee Job Description**

Position: Honors, Scholars & Leadership Assistant

Starting Pay: Minimum Wage per hour - probationary period

Priority given to students eligible for Work Study (need, no-need or federal)

Hours: Flexible schedule – 12-15 hours per week; some nights and weekends required

Supervisor: Margaret McKeown Kelley

Desired skills/traits for this position:

 Highly organized – need to be able to create new organization systems

 Detail oriented – ability to proof-read and catch errors

 Project oriented

 Ability to juggle multiple tasks and understand priorities

 Self-directed – ability to initiate own tasks

 Skill with computer software – Microsoft Office Suite

 Sense of humor

 Professionalism

Job Duties:

 Provide Customer Service at front desk – answering phones, assisting guests who walk-in to the office

 Maintaining files, data entry, and communications (e-mail listserv maintenance)

 Provide research assistance for projects and reports

 Create or edit reports

 Develop charts from data

 Schedule meetings as requested

 Assist with programs and activities

 Assist with HSL special events coordination

 Assist with other tasks in the Center

Essential Dates for availability:

 Student Staff Training – held during week before the semester begins in spring or fall