



Center for Honors, Scholars & Leadership
Student Employee Job Description

Position: Honors, Scholars & Leadership Assistant

Starting Pay: Minimum Wage

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

Hours: Flexible schedule – 10-15 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 Honors Program recruitment at recruitment events
- Assist with special events; event planning and program development
- Assist with other tasks in the Center

Essential Dates for availability:

- Student Staff Training – held during week before the semester begins in fall and spring