



Job Title: Student Life Student Worker

Division Name: Student Life

Supervisor's Name: Clarice Dillard

Supervisor's Title: Executive Office Manager for Student Life and Sports Medicine

Summary:

Members of the student staff provide support services to the Student Life department under the direction of professional staff. This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and/or duties.

Responsibilities and Primary Activities:

Service to Patrons:

- Greet visitors and give directional assistance
- Assist patrons in finding information resources.
- Assist others to complete office tasks
- Assist with Food Bank

Clerical Responsibilities

- Answer phones
- Make copies
- Assist patrons completing forms
- Assist with bulletin boards
- Assist with tracking of work orders
- Other duties as assigned

Preferred Requirements:

Previous experience in an office environment preferred, but not required.

Special Note: Please share if you have been given a Federal Work Study Scholarship.

Contact: Please send resume to Clarice.dillard@point.edu