

STUDENT ASSISTANT JOB DESCRIPTION SAMPLE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

[Department/College name] is seeking an organized, motivated, and outgoing individual. Under the supervision of the [Name of supervisor] the Student Assistant is responsible for the following primary duties:

- Supports the overall daily management of calendars, correspondence, office organization.
- Answers all incoming calls using professional telephone etiquette and retrieves voicemail daily. Responds timely to inquiries and messages via a returned telephone call or email accordingly.
- Handles the paper mail and routes as appropriate.
- Maintains database, newsletters, and announcement letters.
- Plays a key role in managing a high volume of RSVP replies and exhibits a pleasant and courteous manner in all communications with guests.
- Replenishes office supplies including note cards, letterhead, outreach materials etc., to ensure that ample inventory is available for staff.
- Attends activities or assists in hosting events and activities as assigned.
- Self-driven to utilize on-campus resources such as handshake, MyBar and ability to perform duties and responsibilities using Google Applications, MS Office Suite, Adobe Creative Cloud Suite, Refworks, etc.

The position is 15-20 hours a week and very flexible to accommodate the student's class schedule each semester. Opportunity to work 15-40 hours a week during semester and summer breaks if assigned.

QUALIFICATIONS:

The requirements listed below include the equipment and knowledge, skills, and/or abilities required. (eg. Computer skills)

1. Education/Experience

- Strong oral and written communication skills in English are required.
- Education or job experience in an office environment is a plus but not required.
- Education or job experience in event planning, hospitality, journalism, communications, organizational development, marketing and/or public relations is a plus but not required.

2. Knowledge, Skills, Abilities required

- Ability to communicate clearly, effectively, and congenially in spoken and written English.
- Ability to speak and write in a second language is a plus but not required.
- Ability to work independently with minimal supervision.
- Ability to multi-task and prioritize tasks to meet deadlines.
- Intermediate or advanced proficiency in Google applications.
- Intermediate or advanced proficiency in Microsoft Office Professional suite.
- Novice or intermediate proficiency in Adobe Creative Cloud suite.
- Novice or intermediate proficiency in social media platforms is a plus.
- Detail-oriented and diligent to follow-up and complete tasks for assigned projects.
- A positive, pleasant attitude with good problem-solving skills.
- Professional attire may be required for special events.

PHYSICAL REQUIREMENTS:

The requirements listed below include physical abilities required to complete essential duties (eg. ability to lift 50 lbs using a fork truck)

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

WORK SCHEDULE:

Monday:	Flexible – Between 8am-5:30pm
Tuesday:	Flexible – Between 8am-5:30pm
Wednesday:	Flexible – Between 8am-5:30pm
Thursday:	Flexible – Between 8am-5:30pm
Friday:	Flexible – Between 8am-5:30pm
Saturday:	
Sunday:	

BACKGROUND CHECKS:

Cal Poly Pomona is committed to protecting the health, well-being, and safety of its campus community and assets. In furtherance of these goals, background checks are required for certain types of student assistant positions. When a background check is required, Cal Poly Pomona will make a conditional offer of employment to the final job candidate, pending the satisfactory completion of a background check (including, but not limited to, a criminal records check).

The conditional offer of employment may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.

In determining the suitability of the candidate for the position, Cal Poly Pomona will give an individualized assessment to any information regarding the criminal conviction history that the applicant submits for consideration such as the nature, gravity and recency of the conviction, the candidate’s conduct, performance or rehabilitation efforts since the conviction and the nature of the job applied for. The complete text of the Background Checks Policy may be viewed at [Background Checks Policy](#).

EQUAL EMPLOYMENT OPPORTUNITY:

Cal Poly Pomona is an Equal Opportunity Employer, committed to promoting an inclusive and diverse workforce. The university subscribes to all state and federal regulations that prohibit discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, and veteran or military status. We engage the talents of all qualified workers, regardless of their background. More information is available at [Equal Employment Opportunity statement](#).