

# Student Employment Program

## Job Description

**Job Title:** Clerical Assistant

**Department:** Provost Office

**Description:** The clerical assistant is a student employee who works with the Office of the Provost to answer phones, take messages, direct students and faculty when appropriate. The student will also be responsible for file maintenance and digitization. The student will be provided with training to have a familiarity with program requirements.

**Interviews:** Interviews will be held via Google Meet from August 26th through August 30th

### Qualifications:

- Current Sophomore, Junior, or Senior
- Minimum GPA of 3.0

### Requirements:

- Students must possess good office-level communication skills, basic keyboarding skills, and must have a good working knowledge of Microsoft Word and Excel.
- The student should have the ability to make entry-level decisions and a willingness to ask questions.
- The student should also demonstrate responsibility, initiative, timeliness, and the ability to work independently.

### Desired Skills

- Critical Thinking/Problem Solving **CT/PS**
- Oral/Written Communication **O/WC**
- Teamwork/Collaboration **T/C**
- Digital Technology **DT**
- Leadership **L**
- Professionalism/Work Ethic **P/WE**
- Career Management **CM**
- Global Understanding **GU**

### Responsibilities:

- The student will aid in administrative functions and general office duties, such as filing, scanning, duplicating, typing, preparing student folders, answering the phone and running campus errands. **T/C, P/WE**
- The student will work predominantly in digitizing and modernizing processes and procedures in division. **DT**
- The student must be conscientious, extremely dependable, and able to maintain confidentiality concerning office matters. **O/WC, CM**
- The student will help the Division Chairs and faculty with clerical needs. **T/C**
- The student will be available to help the multiple academic departments and divisions across campus and promote a positive and professional demeanor at all times. **L, T/C**
- The student will also assist in some general housekeeping duties for the offices and classrooms. **P/WE**

**To apply, submit a resume and cover letter to Audrey Dortch at [adortch@shc.edu](mailto:adortch@shc.edu) by August 25th.**