Student Employment/Work-Study Programs

Job Description

**Department:** TRIO Program

**Job Title:** General Office Assistant

**Hourly Pay Rate:** $7.25

**Job Description:** Responsible for assisting program staff with general office tasks including: copying, data entry, word processing, processing mail, sending faxes, and answering the phones. Student will work closely with the program’s administrative assistant. Performs any other duties as assigned.

**Required Knowledge, Skills, and/or Abilities:**

- Ability to type, use word processing software, data entry, copy, fax and answer phones.

Students under the PSE Program are not eligible to apply for this position due to conflict of interest.

**Preferred Major:** None

**Supervisor/Contact:** Susan Ramos-Sossaman

**Location:** Worden School Rm 25

**Phone:** (210) 434-6711  **Extension:** 4058