

Student Success Center Student Assistant Job Description

The Student Success Center is looking for undergraduate students to serve as Student Assistants. The SSC student worker will assist the Administrative Assistant in welcoming students, staff and all visitors to the Student Success Center (SSC) and assist in answering telephone inquiries. The Student Assistants are responsible for providing professional, courteous, and accurate information.

Primary Duties

The Administrative Assistant serves as the front office manager and supervisor of Student Assistants. The Student Assistant primary role is to assist the Administrative Assistant in greeting and directing all visitors, answering incoming calls utilizing a multi-line phone system, scheduling appointments, making deliveries on campus, and performing general administrative duties as assigned by the Administrative Assistant such as filing, word processing, data entry, and internet research.

Pay

Student Assistants are paid \$7.25 per hour for a maximum of 15 hours per week during the semester. Annual performance will determine continued employment and opportunities for a pay raise.

Student Assistant Qualifications

- Excellent interpersonal and oral communication skills
- Neat, professional appearance
- Current UT undergraduate students; with a minimum 2.50 GPA
- Reliable, outgoing, friendly, and have a strong desire to work in a student-oriented capacity
- Support FERPA confidentiality policy
- Proficient in MS Office applications (Word, Excel, Access) and outlook

By completing the application you agree to grant the Student Success Center permission to check your academic record, financial aid status and any disciplinary records in your name, solely for the purpose of determining eligibility for the Student Assistant position.