



Adrian College

Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department: Academic Affairs

Supervisor: Melissa Freshcorn / Shelley Holly - mfreshcorn@adrian.edu,
sholly@adrian.edu

Job Title: **Student Worker:** Academic Affairs Student Assistant

Location: Academic Affairs –Stanton Administration Building

Purpose of Position: To assist the Academic Affairs Office with tasks.

Beginning and End Date: 2024-2025 Academic Year

Job Description:

Example of Duties: This position is responsible for assisting the Academic Affairs Office. Duties will include management of guests, telephone calls and messages, filing, copying, and event planning. Other duties may be assigned as needed throughout the school year. Will need to be able to work all Academic Affairs sponsored events. If hired a list of events will be provided to you for the upcoming year. Qualifications: Proficiency in Microsoft Word and Excel is required. Accuracy and attention to detail are a must. The ability to communicate effectively, both orally and in writing, with frequent interruptions is required. All workers must be willing to sign a confidentiality agreement prior to beginning work in this office. Incoming freshmen must have had a minimum 3.0 GPA or better in order to work in this office.

Physical Requirements: Within normal bounds of an office environment.

Other:

- If there is no work available for you to do when you arrive for your shift, we will ask other departments if they are in need of assistance. If no one has work for you to do, you may be asked to take the day off.
- You are not allowed to do your homework or other non-relevant work while working for the Office of Academic Affairs.
- Dress code/Attire: If hired dress code will be provided to you.

Rate of Pay: This is a part time student employment position at \$10.33 for hours worked.

Hours: Up to 6-8 hours per week unless otherwise approved.

Required Job Skills:

- Knowledge of Microsoft and Excel

- Professional attitude
- Ability to work independently
- Attention to detail
- Organized