

[*Student Life and Leadership*]
WORK STUDY JOB DESCRIPTION

Title: [*Student Life Assistant*]

Summer: Y/N

Fall: Y/N

Winter: Y/ N

Spring: Y/ N

Job Description: The purpose Student Life Assistant is to help the Student Life and Leadership Department with various projects and assignments throughout the year. Duties may include but are not limited to:

- Greet Student Leadership Office visitors
- Help visitors with questions
- Answer phones
- Assemble student leadership training materials
- Assist student leadership groups at specific events and programs
- Assist Student Leadership and Student Life Advisor
- Filing and data entry
- Other duties as assigned

Skills Required:

- Microsoft Office
- Customer Service

Days/Hours: Depending on student schedule

Location: Student Life Center

Dept: Student Life and Leadership

Pay Level: 1

Supervisor: Michelle Gietl

Phone: 541-506-6027

Campus: The Dalles