**Supervisors:** Please note if employee will be required to lift, stand for periods of time, wear closed shoes, uniforms, protective eyewear, etc.

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**2015-16 Work-Study Job Description Form**  
**University of the Incarnate Word**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Campus Life</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Dubuis Hall</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Janine Chavez</td>
</tr>
<tr>
<td>Supervisor Phone:</td>
<td>210-829-3817</td>
</tr>
<tr>
<td>Supervisor E-mail:</td>
<td><a href="mailto:jlchavez@uiwtx.edu">jlchavez@uiwtx.edu</a></td>
</tr>
</tbody>
</table>

**Job Title:** Office – Office Assistant  
**Estimated Hourly Pay Rate:** $7.25 per hour  
**APPLICATIONS AVAILABLE AT THE CAMPUS LIFE OFFICE.**

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### General Job Description/Qualifications:

**Customer Service!** Assist all visitors to the Campus Life Office. Be knowledgeable about ALL services Campus Life offers and all departments in the division. (Residence Life, University Events, Student Organizations, Health Services, Counseling) Provide information on general services that other office at UIW have to offer.

**Answering phones**, take DETAILED messages. Take request by students for all Campus Life Offices and give to appropriate area of Campus Life.

**Making ID’s** and verifying schedules for the UIW community to include students and staff. (Processing badges, etc. for all departments as requested.

**Mail Delivery** Retrieve and deliver mail to appropriate administrators in the CL office. Run errands on campus in a timely manner. Familiarize yourself with all UIW offices and departments.

**General Office responsibilities:** Make detailed copies and file appropriately, make posters, flyers and spread sheets as needed.

Responsible for maintaining supplies of all copiers, fax machine as well as keeping general supplies up to date with the office manager.

Must maintain confidentiality on any and all projects and daily activities.

Must have a high work ethic to include exceptional customer service, a friendly attitude and excitement for the UIW community.

Other duties as assigned. General Office hours M-F 8:00-6:00 with some nights and weekends.

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### Specific Skills Required:

Must have excellent customer service skills, proper phone etiquette skills, self-motivated.

Computer skills. Be able to work as a team on several projects.

Follow through on all projects is a must.

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