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

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### 2015-2016 Work-Study Job Description Form
University of the Incarnate Word

**Department:** School or Mathematics Science and Engineering  
**Location:** Bonilla Science Hall, Room 128  
**Supervisor:** Florinda Galindo, Secretary Dean’s Office  
**Supervisor:** Phone: 210-829-3148  
**Supervisor E-mail:** fgalindo@uiwtx.edu

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**Job Title:** Office Assistant  
**Estimated Hourly Pay Rate:** $7.25

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**General Job Description/Qualifications:**

1. Answer office phone calls
2. Greet and assist visitors, via email and phone
3. Inter-campus mail, pick-up and distribution
4. Assist with course outlines and filing
5. Provide support to other related offices and departments as needed
6. Update bulletin boards
7. Assist with events sponsored by the MSE department
8. Conduct research on the Internet
9. Maintaining workroom, recycling, shredding, inventory, etc.
10. Maintain the confidentiality of student and department information

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**Specific Skills Required:**

Must be eligible for FWS Program funding per semester  
Basic knowledge of computer skills: Microsoft Office, Word, Excel, PowerPoint, etc.  
Must be a self-starter, ability to follow written and verbal instruction and  
complete tasks as assigned with limited supervision.  
Ability to maintain strict confidentiality with sensitive information  
Must be flexible working in a constantly changing work environment  
Must be able to lift 25-50 pounds and frequently run errands

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**Work Schedule:**

Semester schedule is dependent on candidate’s class schedule. Weekly work hours  
will be limited to no more than 20 hrs a week depending on Financial Assistance award

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