**Work-study Job Description Form**
**University of the Incarnate Word**

**Department:** Art Department

**Location:** Kelso Art Center Room 109

**Supervisor:** Roland Sul

**Supervisor Phone:** 210-829-3852

**Supervisor E-mail:** sul@uiwtx.edu

**Job Title:** Office Assistant

**Hourly Pay Rate** ***(cannot be updated mid-year)*****:** $8.50

**How is the pay rate determined?** ***(check all that apply)***

☐ Experience ☑ Grade Level ☐ Other:

**Purpose/Role of the position:**

Assist Art Faculty and Staff with office duties and functions

**General Length of FWS Agreement:** ☑ Annual basis ☐ Semester basis

**Job Description and General Duties:**

1) Answer telephones
2) Greet and assist visitors
3) Keyboarding skills, i.e. typing, word processing, data entry
4) Assist in general office procedures, i.e. copying, filing, etc.
5) Maintain the confidentiality of student and department information
6) Assist in managing office calendar
7) Delivery and pickup of mail and of materials to & from other campus offices
8) Conduct research on the internet
9) Provide support to other offices and departments as needed
10) Assist with events sponsored by the Art Department and other duties as assigned

**Special Skills:**

Must be mindful that incumbent represents the Art Department, and thus must present a professional attitude and appearance. Applicant must possess an advanced knowledge of Microsoft Office applications such as Word, Excel, PowerPoint, etc. Candidate must be a self starter, have the ability to work independently and be flexible in a constantly changing work environment.

**Community Service- Does this position perform any job duties that support the creation or execution of community service opportunities and/or events? – YES ☐ NO ☑**

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