

**2008-09 Work-Study Job Description Form
University of the Incarnate Word**

Department:	Career Services
Location:	Chapel Building, Rm. 14
Supervisor:	Darlene Moczygemba
Supervisor Phone:	210-283-5014
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Job Title:	Office Assistant
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General Job Description/Qualifications:
*Data entry
*Organize and update handouts and postings
*Assist in general office procedures
*assist in the development of placement files
*Maintain confidentiality of student information files
*Assist in managing office calendar
*Everyday contact with local employers regarding job openings and campus recruiting
*Update and log pertinent information required for the monthly/yearly reports
*Meet and greet employers and students/alumni in a professional manner
*Answer questions efficiently
*Assist with office events as required

Specific Skills Required:
*Good computers skills
*Ability to learn quickly and efficiently the software available for data entry
*Must be organized
*Must be a team player
*Outgoing
*Good telephone etiquette
*Knowledge of general office procedures – fax, copier