

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

Department:	Learning Assistance Center
Location:	Administration Building, Room 206
Supervisor:	Cristina Ariza
Supervisor Phone:	210-283-5020
Supervisor E-mail:	mariza@uiwtx.edu

Job Title:	Graduate Office Assistant
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General Job Description/Qualifications:
Greet LAC guests in a friendly, professional manner
Give clear and accurate explanations of testing and tutoring procedures
Administer computer based testing
Enter data in Excel spreadsheet and create monthly and other reports as needed
Manage Saturday testing once monthly
Manage front desk activities

Specific Skills Required:
*Must be a UIW graduate student.
*Must have working knowledge of MS Office.
*Must have a minimum 3.0 GPA.