Job Description Form - Work-Study Program

Department: Dreeben School of Education
Location: Gorman Business and Education Ctr. (GB Suite 124)
Supervisor: Jesse Martinez
Supervisor Phone: 210-829-3137
Supervisor Email: jemarti6@uiwtx.edu

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

Qualifications:
Seeking reliable, detail-oriented individuals that possess knowledge of office systems, organizational skills, computer skills, customer service skills, and appropriate interpersonal traits warranted in a highly demanding fast-paced professional office environment.

Primary Responsibilities:
- Assist callers and visitors in person and by telephone with general inquiries and referrals
- Maintain confidential files in traditional and electronic format; data entry, scan, file, shred documents
- General Office Tasks/Errands – typing, copying, printing, inventory duties, mail collection/delivery
- General office support for administration, faculty, and staff
- Light lifting not to exceed 25 pounds may be required for book order deliveries.

Specific Skills Required:
- Must be eligible for FWS Program funding; minimum of $1,000 per regular term.
- Eligible candidates must be non-Education majors/minors.
- Familiar with using Microsoft Word
- Ability to follow verbal and written instruction and complete tasks in a timely manner with limited supervision.
- Ability to maintain strict confidentiality when dealing with school related reports and records.

Please send resume, copy of award letter, and class schedule to jemarti6@uiwtx.edu.