

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

Department:

Location:

Supervisor:

Supervisor Phone:

Supervisor E-mail:

Job Title:

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

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

Experience

Grade Level

Other:

Purpose/Role of the position:

Providing assistance to the Provost, the Associate Provost and the administrative assistant is the main priority of the work study student office assistant. There are currently four student assistants working in the office. Students' course work should be their primary responsibility, therefore workshifts are limited to no more than 10 hours per week. Overlapping shifts are not an option.

General Length of FWS Agreement:

Annual basis

Semester basis

Job Description and General Duties:

Each member of our staff contributes to the support of the Provost (Dr. Kathleen Light) and the Associate Provost (Dr. Glenn James). Maintaining a professional atmosphere enables us to stay in tune with the UIW Mission and efficiently perform our tasks. It is important that our work study considers their time as an essential contribution to the services provided by our Provost and Associate Provost to the faculty and students. A polite attentive attitude is appreciated and always leaves an excellent first impression and promotes good will.

A training period of two weeks may include some or all of the following tasks: Campus mail pickup and delivery -- Delivery of confidential official documents -- Copying and/or scanning documents for digital storage and retention -- Assisting the Associate Provost with data entry, archiving, and assessment tasks -- Maintaining orderliness of the office area and the Agnese/Sosa 7th floor office space -- Maintaining cleanliness of office scanners, printers, copy machines, monitors and phone instruments -- Daily contact with various offices to maintain good working relations with academic deans, their staff and various other campus personnel -- Recycling pickup in office and 7th floor office area -- Pickup and delivery of copy paper cartons -- Maintaining orderliness of bulletin boards in the GB Building.

All inquiries are welcome. Feel free to call 210-829-3943.

Special Skills:

Our work study assistant is an integral part of the Provost's Office team and represents the Provost and her staff. Performance of duties assigned will require efficiency, dependability, initiative, punctuality, reliability and discretion. Appropriate student attire is acceptable. PLEASE NOTE: the Provost's Office application form is available during business hours in the Provost's Office. Applications and resumes will be reviewed and interviews will be scheduled with the staff and the Provost. The position will remain available until the final selection is determined. Thank you and best wishes with your search for a work study position.

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

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