

JOB TITLE: Student Assistant

FLSA: Non-Exempt

JOB STATUS: Part-time

HOURLY PAY: \$8 per hour

CLOSE DATE: 08/15/2008

MAJOR PURPOSE OF JOB:

To place full-time students, either at the high school or college level, in a part-time position to assist department employees with filing, making copies, running errands, special projects and other duties as requested.

MINIMUM QUALIFICATIONS:

- Enrollment in an accredited secondary school (high school level), or an accredited college, enrolled in at least 12 credit hours.
- The ability to operate standard office business machines including a typewriter, computer, printer, copier, fax, and calculator.
- Possess a valid driver's license.

ESSENTIAL PHYSICAL SKILLS:

- Ability to communicate using speech, vision and hearing.
- The ability to stand, walk or sit for extended periods of time.
- The ability to lift at least 25 pounds.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.