DRURY UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Student Employment Assistant  
**DEPARTMENT:** Human Resources

**DATE:** June 1, 2013  
**SCHEDULE:** Flexible, 15-20 hrs/wk

**FLSA:** Non-Exempt  
**REPORTING SUPERVISOR:** Employment Specialist

**JOB FUNCTION:**
Supports the department by assisting in coordinating the student recruitment and employment process as well as student staff development and employee recognition programs; performing general office duties as needed, such as answering and routing calls, providing directions and information, and answering questions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 60%</td>
<td>Ongoing</td>
<td>Assists with various aspects of the student employment program, including accepting applications in person and via the web, sending acknowledgements of applications, printing payroll action forms, verifying student employment eligibility, and answering general questions about student employment via email, telephone and in person. Notifies and follows up with students and supervisors when documentation or information is missing. Tracks work study earnings and maintains work study award amounts on an Excel spreadsheet.</td>
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<tr>
<td>2. 10%</td>
<td>Annually</td>
<td>Assists with Freshman First Day by positively representing student employment and providing information to students and parents at Student Employment informational booth. Assists with Student Staff Basic Training and Student Supervisor Training by helping assemble training materials and positively representing student employment. May assist in presentation of training material for student staff members. Is the primary party responsible for generating contacts within the community to solicit donations from local businesses and organizations for prizes and giveaways for National Student Employment Week by mass mailings, phone calls, and personal visits. Will accurately track names, addresses and donations and follow up with donors with thank you letters based from a standard template. Tracks and records student staff evaluations. Follows up with supervisors missing evaluations. Compiles and distributes summaries of student evaluations of the student employment program to appropriate supervisors.</td>
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<tr>
<td>3. 30%</td>
<td>Ongoing</td>
<td>Serves as backup to Human Resources Assistant by answering and routing calls, assists with applicants by distributing applications, job descriptions, and assists with visitors by providing general information. Performs other duties as assigned. Files employment paperwork and updates employment records for all classifications of employees to include students, staff, adjunct, temporary, and faculty.</td>
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**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Customer service experience and six months experience in Human Resources preferred.
2. Must be available to work summers and be available to work during the first week of classes.
3. Must have the ability maintain confidential information such as employment, compensation and benefits, counseling, events conversations, and so forth.
4. Ability to make deliveries and copies, and use the fax machine to communicate information to departments and student applicants.
5. Ability to use a mainframe and personal computers to prepare and maintain information, specifically Word, Excel, and Outlook.
6. Ability to comprehend to prepare reports, correspondence, coordinate information both manually and on the computer.
7. Ability to use the telephone in order to effectively communicates information for solving problems, and so forth.
8. Ability to maintain manual and computerized filing systems.
9. Attention to detail for preparing and maintaining accurate reports.
10. Ability to concentrate because most of the duties involve typing, proofreading, posting, and filing documents.
11. Ability to deal with stressful situations in a calm manner to communicate effectively, defuse disputes, and other related employment issues.
12. Ability to understand instructions for interpreting policies, employment laws, and computer procedures.
13. Good memory skills for recalling dates, people, events, and records to retrieve information for reports and files.
14. Good math skills for preparing spreadsheets for student payroll reconciliation.
15. Interpersonal skills for assisting faculty, staff, students, applicants and other visitors, insurance vendors, and so forth.
16. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
17. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.