

Macalester College
Student Employment Job Description
Employment Dates: Academic Year

Department: French Department	Position Title: Office Assistant
Supervisor: Theresa Klauer	Position Classification: Student Assistant I
Telephone: 696-6437	Pay Grade: Tier I
Email: klauer@macalester.edu	Budget Number: 10-1170

Purpose:

The Macalester College Student Employment Program is designed primarily to provide student employees with a broad range of work opportunities in which each job is necessary to assure the viable operation of the college, to foster student career development through a variety of work experiences, and to provide a work environment that will teach students about the varied responsibilities and opportunities of employment.

Qualifications and/or Special Skills Necessary to Perform the Duties of the Position:

1. Clerical skills: Macintosh and/or PC, typing, filing, photocopying machine, printer, scanner etc.
2. Some knowledge of French.
3. Reliability

Job Functions and/or Special Projects:

1. Cover front desk as needed
2. Answering telephones, taking messages, offering information as needed
3. Preparation of classroom materials under faculty supervision, working with library-related materials
4. Update departmental material in to computer
5. Update Grad School/Study Abroad/Job Postings

Skills Acquired or Developed on the Job:

1. Learn how to perform clerical duties which assures that the department runs smoothly.
2. Develop sense of responsibility in the workplace.