



UNIVERSITY OF CENTRAL FLORIDA
SDES TRIO CENTER

SDES TRiO Center Student Assistant

The Student Assistant is a part-time position. Preference will be given to students enrolled in the Federal Work-Study Program. The Student Assistant reports directly to the Program Assistant.

Responsibilities:

- Meet and greet patrons and be the first point of contact for office visitors
- Perform varied clerical duties such as filing, copying, faxing, running errands, answering the telephone and assisting students
- Schedule student appointments as requested
- Maintain an orderly and clean office area
- Participate in required trainings and staff meetings
- Review regularly and respond timely to email requests
- Prepare correspondence, fliers, and other documents
- Update permanent and temporary bulletin boards
- Collaborate with Staff, Peer Mentors and Peer Tutors on special projects and assignments
- Assist with the set-up and break-down of programs, lectures, workshops, or other departmental events
- Provide campus tours
- Perform supply/office inventory periodically
- Other duties as assigned

Qualifications:

- Possess excellent customer service skills
- Strong speaking, writing, and communication skills
- Proficient in MS Word, Excel, Power Point, Outlook etc. Knowledge of other software programs such as Adobe Connect, Publisher, etc. are a plus
- Efficient, organized and make effective use of work time
- Initiative, dependability, and creativity
- Ability to relate to students with diverse backgrounds
- Experience working with related STEM population is a plus
- SPECIAL CONDITIONS: The position is provisional and funded through August 31, 2015, by a U.S. Department of Education grant.

General Information:

- Salary: \$8.05 / hr.
- Hours: 10-20 hours weekly; Between Monday-Friday, 8:00 AM-5:00 PM
- Reappointment each semester will be based upon job performance, evaluation, and availability of grant funding.
- SPECIAL CONDITIONS: The position is provisional and funded through August 31, 2020, by a U.S. Department of Education grant.

Application/Contact Information:

- Please complete an application, submit a copy of your resume and a recommendation letter to melissa.gillis@ucf.edu. Melissa Gillis 407-823-4165



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SDES TRiO Center Student Assistant Application

Name _____ Spring_____ Fall_____ Summer _____

Address_____ City_____ State_____ Zip Code_____

Phone Number (Home) _____ (Cell) _____

E-mail Address _____

Major _____ PID _____ UCF Cum. GPA _____

Classification: () Freshman () Sophomore () Junior () Senior

Anticipated date of graduation (semester/year) _____

Are you currently working on campus? ____ yes ____ no

If yes, which department? _____ Hours/week _____

What are your career goals?

What extracurricular are you involved in?

List any other work or other experiences you believe have prepared you for this position. (Attach resume and letter of recommendation from a previous employer)

I certify that the information provided is accurate to the best of my knowledge.

Signature _____ Date _____

