Job Title: Student Assistant

Department: Office of Student Development

Campus: Montgomery

Job Supervisor: Tina Spaulding

Employment Period: Full Academic Year

Number of hours per week: 20 hours per week

Description of Job Duties and Responsibilities:

1. Familiar with campus resources

- 2. Ability to answer direction inquiries
- 3. Include filing
- 4. Assisting with student engagement events
- 5. General office duties