Job Title: Student Assistant

Department: Office of Student Development

Campus: South Charleston

Job Supervisor: Beverly Farrow

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