

<b>Title:</b>	<b>Student Administrative Assistant</b> Two Positions – Fall/Spring and Spring/Fall
<b>Work Credit:</b>	Full hours in dining
<b>Time Required:</b>	16-20 hours/month (4-5 hours/week)
<b>Responsible to:</b>	OSCA Employees, Officers (all)
<b>Support People:</b>	OSCA Employees, Officers (all)
<b>Appointed by:</b>	Officers (all), Office Assistant, Business Coordinator, Financial Manager
<b>Sit on Appointments:</b>	none

**General Responsibilities**

- 1) Print/compile the Board Packet on Tuesday afternoons (2 hours)
- 2) Choose 2-3 more hours to come to the office weekly; the OSCA office is open Monday through Thursday from noon to 4, so all of your hours must fall into that time frame unless otherwise worked out with the Office Assistant
- 3) Assist the Office Assistant with miscellaneous office tasks as they come up, including, but not limited to, printing jobs, envelope stuffing when necessary, shredding, etc.

**Suggestions**

- Remember that if you don't come to your shift or if you don't do your work, it will put an additional burden on other people. These people include, but are not limited to, the Office Assistant and the other employees.
- Keep in mind that the individual who has this position will need to responsibly handle confidential information.

*Approved by the Personnel Committee*