

Student Assistant Job Description

Under the general supervision of the Extended Education Coordinator, the Student Assistant is responsible for performing a variety of clerical and office administrative tasks, as well as supporting the registration and program staff teams. The position will serve in assisting with special projects as determined by the Director and Program Coordinators. Specific duties include, but are not limited to, the following:

- Conducting research for marketing efforts
- Compiling and formatting course evaluations
- Compiling materials and mailings for events and classes
- Assist with developing social media posts to promote courses and programs
- Assisting students with registration, including emailing registration confirmations
- Answering phone calls and general questions
- Front counter customer service
- Filing, sorting, compiling and scanning office forms
- Assisting with parking permits and other classroom support activities
- Updating spreadsheets
- General office support
- Data entry
- Other duties and special projects as assigned

Minimum qualifications: Must be an active HSU student. Ability to communicate clearly orally and in writing. Positive customer service skills, professionalism, and demonstrated ability to work well with students of all ages, staff, faculty, and community members. Ability to work independently and cooperatively and juggle many activities in a fast-paced, customer-service oriented environment while being able to focus on the task at hand. Must have attention to detail and be able to retain specific and detailed information.

Preferred qualifications: experience with marketing and promotion; experience using social media to promote events or programs; experience with writing journalistic articles; experience interviewing people; MS Office Suite experience; experience with Google Drive (google docs, sheets, etc.).

Application instructions: Submit cover letter, resume, and schedule of available hours to melissa@humboldt.edu. The College of Extended Education & Global Engagement will contact applicants to schedule an interview.