



# Work-Study Job Description Form

<b>Job Title (not abbreviated):</b>	Office Assistant
<b>Department:</b>	Business Office
<b>Reports To:</b>	Kathleen Bardell
<b>Supervision:</b>	Kathleen Bardell
<b>Date Created/Revised:</b>	9/20/2016
<b>Incumbent:</b>	

## **General Description:**

The Office Assistant supports management with various tasks as needed and ensures full sensitivity and responsiveness to the needs of UCB students, and full compliance with federal DOE regulations and policies.

## **Specific Duties:**

- Primary Departmental Duties:
  - Help manage daily aspects of the Business Office
  - Send out letters and assists with translations when needed
  - Create folders and labels
  - Filing
- Administrative and Organizational:
  - Assists with the preparation of files for audit and program review activities
  - Generates reports as requested
  - Participates in organizational events such as orientation, registration, graduation, as appropriate and as requested.

## **Requirements:**

### **Education / Training:**

- High School Diploma. Previous office experience in a higher education setting preferred but not required