

Student Work Opportunity

TITLE: Student Assistant IV

CLASSIFICATION: College Work Study (CWS) or Non-CWS

AGENCY: Environmental Institute of Houston (EIH) at the University of Houston-Clear Lake

WEBSITE: www.eih.uhcl.edu



JOB DESCRIPTION:

The Student Assistant performs moderately complex office duties which are varied and involve a degree of responsibility and judgement. Duties may include but are not limited to:

- Mid-level administrative and clerical tasks (e.g. scanning documents, sorting mail, on-campus deliveries, and entering data)
- Advanced customer service (e.g. answering phones and greeting visitors)
- Assist with travel-related tasks (e.g. making reservations, preparing receipts)
- Other related office duties as assigned.

LOCATION: EIH, NOA1 building on the UHCL campus

SALARY: \$12/hr, part-time: ≤ 20 hrs/week

QUALIFICATIONS:

Applicants should be a current UHCL student in good standing.

Required

- Basic computer skills using Microsoft Office Products
- Excellent verbal and written communication skills
- Ability to prioritize work and organize work assignments
- Be reliable to work as scheduled
- Able to handle issues and information with confidentiality

Preferred

- Eligible for College Work Study
- Pursuing a degree in the College of Business or the College of Science and Engineering

Additional Notes: All applicants must pass a criminal background check prior to hiring.

START DATE: February, 2024. depending on availability

END DATE: December 2024, with an option for extension

APPLICATION DEADLINE: Open until filled

CONTACT: EIH@uhcl.edu, 281-283-3950

HOW TO APPLY: Complete the application at [Handshake](#)