

## Job Description

### **JOB TITLE: Student Assistant IV**

#### **DUTIES & RESPONSIBILITIES:**

Performs moderately complex technical, office, and clerical duties, some of which may require an automated system and accurate typing skills, as well as a degree of responsibility and judgment. Positions at this level normally involve work that is closely related to the student's academic program. Duties may include but are not limited to:

- Analysis
- Independent judgment
- Higher-level technical tasks, highly specialized duties
- Higher-level administrative tasks
- Ability to prioritize and organize work assignments
- Knowledge of principles, practices, and concepts of a professional field
- Editorial assistance
- Advanced customer service skills
- Performs other related duties as assigned

#### **EDUCATION & EXPERIENCE:**

- Current student of the University of Houston-Clear Lake
- Two or more years of experience in a college/university environment
- Advanced knowledge of computer hardware and software
- Advanced complex knowledge of Microsoft Word, Excel, and database software
- Advanced experience utilizing computer software applications
- Excellent verbal and written communication skills