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# Example of Student Office Assistant Job Description

Our company is looking to fill the role of student office assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for student office assistant

* Oversees story assignments
* Planning and coordinating student engagement events throughout the year
* Provide administrative support to the department, including the handling of items with confidential material
* Knowledgeable about resources, departments, and support offices on campus and who they serve for student success
* Staff events including the setup and break down of events
* Act as Super User and first line support in tool use for project managers, line managers and architects
* Maintain training materials, guidelines and intranet site as a backbone for training and guidance to the organisation
* Event preparation-20%
* Fulfilling pennant requests from schools around the country-5%
* Working with databases and updating lists-5%

## Qualifications for student office assistant

* Multitasking & the ability to adhere to deadlines
* Must adhere to professional standards and dress code
* Must have completed 30 credit hours by Summer 2017
* Must have and maintain an overall combined minimum GPA of 2.75
* Must have no formal disciplinary record with the University within the past 12 months
* Student at U of M - Dearborn