Luther Work-Study Position Description

Position Title: Office/Clerical Assistant
Department: CIES
Supervisor: Wintlett Taylor-Browne
Wage Framework Level: 1+
Work Schedule: 6-10 hours per week including some weekend work

Position Overview

The assistant supports the work of the professional staff by performing clerical and office function when the administrative assistant is unavailable due to contract provisions. The position serves as an important source of information for visitors, and students. The student works with confidential information and must sign a confidentiality agreement prior to starting work.

Position Responsibilities/Functions
1. Assist with new student orientation
2. Assist with the filing, retrieval and scheduled destruction of confidential information
3. Create monthly attractive and informative displays that celebrate cultural and religious heritages
4. Data entry and analysis
5. Regular website updating
6. Attend meetings and trainings

Position Qualifications/Requirements
- Website and social media skills
- Interpersonal and group communication skills
- Minimum cumulative GPA 2.3
- Be a sophomore or junior student
- At least one-year previous experience in the position or a similar position
- Demonstrated knowledge of college and CIES policies and procedures
- Luther certified driver preferred

Key Career Readiness Focus Skills
- Asana time management
- Graphic design skills
- Intercultural competence (IDI)
- Interpersonal communication skills
- Social media skills
- Team building skills
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<th>Yes</th>
<th>No</th>
<th>Description</th>
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<td>The student is required to stand for long periods of time.</td>
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<td>The student is required or may need to lift more than 20 pounds.</td>
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<td>The student will be trained in proper lifting techniques.</td>
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<td>The student is required to wear safety goggles, a harness or other protective clothing.</td>
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<td>The student is required to wear closed toe shoes.</td>
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<td>The student is required or may be exposed to hazardous materials or caustic chemicals. (Including but not limited to petroleum products, cleaning agents, bleach, paints, paint thinner, lawn treatment chemicals, chemical agents, laboratory chemicals, pool treatments, etc.)</td>
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<td>The student will be trained in the handling of hazardous materials or caustic chemicals.</td>
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<td>The student is required to use power tools, machinery, or other equipment.</td>
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<td>The student will be trained to use power tools, machinery, or other equipment.</td>
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<td>The student is required to use objects such as knives, cutters, or other sharp objects.</td>
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<td>The student will be trained in the use of objects such as knives, cutters, or other sharp objects.</td>
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<td>The student is required to climb on lifts, ladders, scaffolding, or other apparatus.</td>
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The student will be trained in the use of all lifts, ladders, scaffolding, or other apparatus.

The student will be exposed to liquids or oils with temperatures such as extreme hot or cold that could potentially cause injuries.

The student will be trained to safely use liquids of extreme temperatures that could cause injury.

The student is required to operate a utility vehicle.

The student will be trained to safely operate a utility vehicle.

The student is required to have a valid driver's license.