



STUDENT WORKER JOB DESCRIPTION

BUSINESS OFFICE ASSISTANT

The Center for English as a Second Language (CESL) is looking for a student worker to fill an Office Assistant position.

The person selected may provide administrative support to the CESL Business Office and works under the supervision of the Business Manager, Sr., Administrative Assistant and/or the Office Assistant, Sr. On occasion, other staff or faculty members may require support.

Total number of hours to be worked per week will be between 15-20 hours per week, Monday to Friday. CESL operates its programs year-round, so there may be the possibility for additional hours during normal UA closure periods.

The successful applicant will demonstrate the following qualities:

- An interest in and respect for the unique multicultural environment in CESL
- Knowledge of Microsoft Office, Web browsers, UA Net ID, Access
- Detail-oriented
- The ability to work independently given departmental policies and guidelines
- Have excellent written and oral communication skills
- Integrity, punctuality and dependability

Job duties include:

- Various account reconciliations
- Maintenance of Express Mailing log
- Photocopying and collating documents
- Preparation of Student Certificates
- Data entry
- Shredding
- Filing of accounting records and student documents
- Establishing new employee files and filing of personnel and payroll documents
- Printing and folding brochures, applications and assembling documents
- Assist with walk-ins and answer phones as needed
- Make deliveries around campus
- Scan student records
- Assist in maintaining bulletin boards and help with posters and flyers

Advanced knowledge of a foreign language is a plus (preferably Spanish), as well as experience working with foreign students.

Please complete the Student Worker Application and turn it into CESL, Room 100 (Business Office).