

***NAPA VALLEY COLLEGE  
STUDENT WORK STUDY  
JOB DESCRIPTION***

**TITLE OF JOB:** STUDENT ASSISTANT                      **POSITION UPDATED:** JUNE 2018  
GENERAL

**DEPARTMENT:** VARIOUS

**GENERAL PURPOSE:**

General Employment. Under minimal supervision, support and assist faculty and classified staff members organize special events, projects and complex assignments.

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**DUTIES:**

Work under minimal supervision. Communicate effectively and tactfully in both oral and written form. Answer telephones, take messages, typing, filing, give and take directions, sort and distribute incoming mail, and photocopying. Handle confidential information. Operate computer system to schedule appointments, print transcripts and registration copies, pull files. Other assignments as necessity and time allow.

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**SKILLS REQUIRED:**

Knowledge of office procedures, filing systems, telephone techniques and arithmetic. Ability to type, alphabetize, follow directions, and operate various software programs. Some clerical experience. Must be disciplined, reliable, and possess good people and telephone skills. Bilingual skills may be required.

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**Comments:**

Including but not limited to PE/Athletic Complex, Criminal Justice, Student Services, Admissions and Records, Business Division, President's Office, Social Science, Career Center, Printing, DSPS, Facilities, Financial Aid, TRIO, HEOC, Instruction, Learning Resources, Transfer Center, Information Technology.