



JOB DESCRIPTION

Position Title: Center for Excellence and Innovation in Teaching *Student Worker*
Assistant

Organizational Unit: Center for Excellence and Innovation in Teaching

Reports to: Director of Excellence and Innovation in Teaching

Date: January 21, 2013

I. Narrative General Description:

This person will assist the Director of Excellence and Innovation in Teaching with office duties such as researching, setting up appointments, compiling data in spreadsheets, proofreading documents, answering the phone, and providing customer service to the faculty.

II. Functional Responsibilities:

- A. Provide customer service for the Center to faculty and staff via telephone and in person.
- B. Provide secretarial support to the Director of Excellence and Innovation in Teaching
- C. Schedule appointments for the Director of Excellence and Innovation in Teaching
- D. Conduct research on the computer and in the library
- E. Proofread
- F. Maintain a presence for the Center when the Director is unavailable
- G. Compile results of evaluations of trainings
- H. Assist with following up with faculty on projects/workshops
- I. Complete other duties as assigned by supervisor

III. Supervises following staff:

- A. None

IV. Required Knowledge, Skills, and Personal Qualifications: Excellent customer service skills. Must be proficient with Microsoft Office. Must have strong communications skills, including writing. This position requires a willingness to learn about the quality of research needed in this department. The successful candidate must be self-motivated, detail-oriented, dependable, organized, flexible, and be willing to work as a team member in a values-based environment.

V. Required Experience:

- A. None

VI. Required Educational Background:

- A. High School diploma or equivalent

VII. Other

- A. Completed background check
- B. Maximum number of hours per week is 10