

## **Student Assistant – Pay Level 2**

This is an intermediate level student position requiring advanced training that a student may have acquired either while working in an entry level student position or in a more complex non-student capacity. This position works under limited supervision of an APSU faculty or staff member. Typical tasks include, but are not limited to:

- Use software that requires programming skills or text/graphic manipulation for design purposes.
- Supervise other student assistants.
- Make presentations to groups or respond to questions.
- Peer mentoring.
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to effectively utilize computer technology.
- Ability to communicate effectively in person and over the phone.
- Ability to maintain confidentiality.
- Must have excellent organizational skills and be detail-oriented.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Attendance and punctuality are essential to this position.

### **Minimum Qualifications**

- Must be a student enrolled at least ½ time.
- Minimum 1.5 GPA.
- A background check may be required of the successful applicant.

**Pay Rate: \$8.27-\$9.54/hour**

Works under the direct supervision of an APSU faculty or staff member.