



Student Assistant Special Skills Pay Level 4

Special skills student assistants are paid on the basis of work accomplished. This pay classification exists to compensate students that possess a skill that is in high demand.

Typical tasks include, but are not limited to:

- Write articles or other original works.
- Application of technology.
- Program special events.
- Supervise and direct others.
- 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.
- Ability to coordinate and direct the activity of others.
- Ability to use sound judgment in decision-making.
- Ability to formulate and execute complex tasks.
- 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: \$11.45-\$15.26/hour