

# STUDENT POSITION DESCRIPTION

## FRONT DESK SUPPORT

Hiring Department: **Office of the Dean of Students – Student Judicial Services**

Supervisor: **Norma Serrato**

**Application Deadline: As Advertised**

Hours per week: **15-19**

Hourly Wage: **8.30**

Length of appointment: **9/8/14 - 5/22/15**

### POSITION OVERVIEW

To provide clerical support for Student Judicial Services such as interacting with students, faculty, staff and the general public in person and by telephone; data entry and database maintenance, filing, proofing, photocopying, and other related tasks.

### STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

### QUALIFICATIONS

- Ability to work as both a team member and independently.
- Proven attention to detail, ability to prioritize, problem-solving and organizational skills.
- Demonstrated ability to work well in a fast paced environment and effectively managing multiple tasks with frequent interruptions.
- Experience using a personal computer.
- Professional demeanor, excellent punctuality and attendance.
- Strong interpersonal, verbal and written communication skills.

### DUTIES AND RESPONSIBILITIES

- Interact with students, staff, faculty and visitors in person, via phone and email.
- Organize multiple calendaring demands.
- Maintain accuracy while entering detailed information.
- Follow instructions/directions from various leadership styles.
- Take initiative to understand required work assignments.

## HIRING PROCESS

To apply send the following information to [SJS@austin.utexas.edu](mailto:SJS@austin.utexas.edu)

1. A Resume is required in order to apply
2. A Letter of Interest is required in order to apply.
3. A List of 3 References is required in order to apply.
4. Closing date 09/2/14
5. Expected start date 9/8/14