Sample Job Description

Type of Work: Clerical, works well with others

Job Competencies: Flexible, works with others, organized, customer focus, good communication skills, self-motivated, dependable

Job Skills: Typing, phone, MS Word, MS excel, copier, fax, filing

Job Duties and Responsibilities: The Office of the Provost is a dynamic and fast-paced office that offers a multitude of tasks:

- answering the phone, providing thoughtful direction and assistance;
- filing; creating documents; making deliveries to dean’s offices;
- and assisting office staff in special projects.

This position requires an outgoing personality that is able to easily meet a variety of people in a variety of situations. It requires a person that is able to multi-task and be flexible as the environment changes.

Job Restrictions: The Office of the Provost requests neat and appropriate attire.

Departmental Learning Outcome: About 75% of the activity at WCU goes through the Office of the Provost. This allows a student a wonderful opportunity to learn the inner workings of academic affairs.

Learning Outcome: Student workers of WCU have opportunities to enhance their learning in the five global outcomes promoted by WCU for all students: communicate effectively and responsibly, practice civic engagement, integrate and apply information from a variety of contexts, solve complex problems, and clarify and act on their own purpose and values. Student employment is a valuable part of the educational experience for our students and we welcome the opportunity to support and advance your professional and personal development.

Approximate Hours per Week: 10

Hourly Rate: $7.25

How to apply: JobCat