



TEXAS A&M
UNIVERSITY
KINGSVILLE

Work-Study Level I Job Description

Please submit form to the Office of Student Financial Aid.

Job Title: _____

Department: _____

Acct Number: _____ ***THE ACCT NUMBER PROVIDED WILL BE USED FOR ANY OVERAGES***

Reports to (Supervisor Name): _____

Basic: Perform entry level duties.

Maximum Hours: 19 hours per week

Hourly Rate: \$ _____

Supervised: Close supervision. Work is frequently reviewed.

General Duties: Student workers at the I-level perform entry-level duties under close supervision. Duties are straightforward and repetitive. An understanding of simple departmental procedures is expected; knowledge of systems and complex procedures is not required. Employees must be able to follow verbal and written instructions. Experience is not necessary for the first year, and work is frequently reviewed. Typical assignment may include general office assistance: light typing (including data entry), screening and routing mail, filing, making copies, answering phones, conveying messages, sorting, hand-stuffing envelopes, running errands, etc.

Departmental Duties: Provides support for the Department of _____. Duties can include customer service, office support, and running errands on campus as needed.

General Requirements: Experience is not necessary for the first year. An understanding of simpler departmental procedures is expected; knowledge of systems and complex procedures is not required. Employees must be able to follow verbal and written instructions.

Department Requirements (skills, knowledge, experience, and ability or physical activity):

1. Ability to communicate effectively
2. Customer service skills
3. Basic office skills

Name of Individual Preparing Job Description: _____

Signature: _____

Date Prepared: _____