

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

*Class Title:* Part-Time Student Assistant

*BOT Date:* July 18, 2001

*Level:* 1

*FLSA Status:* NE

*Class Code:* Z0101

*Adm. Rev:*

### GENERAL DESCRIPTION

Routine, simple tasks not requiring specialized knowledge or skills. Responsibilities and duties are typically standardized in nature, restricted in scope and well defined. Standard procedures guide work tasks.

Duties and tasks may include, but are not limited to, Key Responsibilities referenced below:

### KEY RESPONSIBILITIES

### % OF TIME

- |    | KEY RESPONSIBILITIES  | % OF TIME |
|----|---|-----------|
| 1. | Codes, sorts, routes documents before or after actions by others.                       |           |
| 2. | Serves as telephone and/or visitor receptionist. Provides answers to general questions. |           |
| 3. | May input and retrieve data from computer terminals.                                    |           |
| 4. | May assist or be responsible for duplicating projects.                                  |           |
| 5. | May provide assistance during student registration.                                     |           |
| 6. | Routine clerical activities.  |           |
| 7. | Performs other similar and related duties as required.                                  |           |

<i>Class Title:</i> Part-Time Student Assistant	<i>Class Code:</i> Z0101	<i>Level:</i> 1
KEY JOB REQUIREMENTS		
<i>Education:</i>	Current HCC Student Status required.	
<i>Experience:</i>	Not required, but helpful.	
<i>Complexity:</i>	Tasks are clearly defined, and problems are resolved by reporting them to the supervisor.	
<i>Communications with Others:</i>	Good interpersonal skills.	
<i>Supervision of Others:</i>	None.	
<i>Working Conditions/ Physical Effort:</i>	Work may be performed in administrative offices, buildings and grounds, computer centers, academic settings such as libraries, labs, test centers or athletic environments, mailrooms, switchboards, or duplicating centers.	

