



Position Title

Student Assistant, Administrative

Job Description

Responsible for general administrative assistance to a variety of personnel, payroll and secretarial full-time staff.

Responsibilities include:

- Verify appropriate payroll documentation needed for employees and process electronic I-9's
- Copy assorted materials
- Answer telephone
- Fax assorted materials
- File payroll, accounting, personnel records and/or other general filing
- Maintain ledgers, personnel records or spreadsheets as needed
- Assist clerical staff as requested by appropriate supervisor

Certifications Required

N/A

Work Hours/Anticipated Schedule

This position offers flexible hours which can vary from week to week, depending on specific projects and deadlines. Anticipated "average" hours would be 15-20 hours per week.

Additional Information

To apply, please fill out the Rec Sports Student Employee Job Application located on our website at

http://recsports.tamu.edu/about/publications_forms/employment/Rec%20Sports%20Part-time%20Job%20Application_2014.pdf and reference the title ***Student Assistant-Administrative***

Contact Information

For more information about this job, please contact:

Sachiyo Carr Chargualaf

Business Coordinator II

202 Student Rec Center

979-845-7827

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