### General Statement of Duties

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

### Typical Responsibilities
- Type in final form draft correspondence
- Copy/SCAN assorted materials
- Perform I-9 processes (Employment Eligibility Verification) for incoming new hires in compliance with USCIS. (U.S. Citizenship and Immigration Services)
- Workday data entry
- 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

### Experience and Abilities
- Computer skills in Microsoft Excel, Microsoft Word, and Google Docs
- Previous clerical work experience and organizational skills (preferred)
- Ability to work independently and maintain confidentiality
- Must be a currently enrolled student

### Training
- None

### Environmental Conditions
- Typical office environment
- Occasional outdoor exposure

### Pay Scale
In accordance with departmental policy, Administrative Student Assistant will start at a rate of $10/hour and is eligible for a merit raise after four months of service.

### Learning Outcomes
1) Students will demonstrate proficiency in workday through processing items in a timely manner.
2) While representing the department students will demonstrate excellent customer service, provide correct information, and articulate thoughts clearly and effectively.
3) Students will demonstrate punctuality, confidentiality, dependability and responsiveness; and work productively with peers and full-time professionals.
## How to Apply

To apply, please submit:

- A completed Rec Sports part-time job application, available [HERE](mailto:scarr@rec.tamu.edu) to scarr@rec.tamu.edu

## 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 10-15 hours per week.

## Contact Information

For more information, contact Sachi Carr-Chargualaf, Business Coordinator III, at scarr@rec.tamu.edu or 979-845-7827.