**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 assorted materials
- Distribute department mail
- Answer telephone
- Fax assorted materials
- Assist with payroll distribution
- Hand-deliver documents and materials to other on-campus locations
- 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**
- Working knowledge of computer word processing and spreadsheet applications
- Previous clerical work experience and organizational skills (preferred)
- Ability to work independently and maintain confidentiality
- Previous experience in Recreational Sports
- 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 $7.80 per 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.
To apply, please submit:

- Please complete the part-time employee job application and send via email 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 15-20 hours per week.

Contact Information

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