



TEXAS A&M
UNIVERSITY
KINGSVILLE

Work-Study Level II 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: General supervision; work is normally reviewed periodically.

General Duties: Student workers at the II-level perform duties under general supervision. They exercise judgment in performing a variety of routine tasks. They select the procedure most appropriate for the work assignment. Their work is reviewed periodically. Typical assignment includes general office duty: use of the computer for non-technical form typing and data entry; maintaining simple computer files; posting records; and compiling and verifying data. Typically student workers have the following qualifications: (a) basic skills in technology related to the area of work and (b) above average knowledge of equipment and/or regulation in relation to the work assignment.

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

General Requirements: General experience in area of work is required for second year. An understanding of simple departmental procedures is expected; knowledge of systems is 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: _____