

The Records Office seeks to employ students to provide office support for evaluations operations. Student employees will assist with day-to-day tasks and guide students through the evaluation process.

**Job Title:** Evaluation Department Student Assistant

**Hours/week:** Up to 20 hours/week

**Employment Period:** Summer/Fall/Spring

Duties and Responsibilities:

- Learn and maintain knowledge of evaluation process and required documents
- Assist students and parents with completing the evaluation and related documents
- Perform clerical duties such as data entry, email distribution, copying, printing, etc.
- Answer general evaluation related questions
- Organize student folders in drives
- Keeping record of the sent evaluations
- Being able to use technology to acquire data, keep records, produce reports, and interact with others
- Reviewing required documents for evaluation; transcripts, diploma, and ID
- Open to performing other duties as needed

Minimum Job Requirements:

- Must be a current NAU student in good standing with the University
- Must be a full-time undergraduate student
- Must be able to work during fall, spring, and summer semesters
- Must have and maintain a minimum 3.0 cumulative NAU GPA
- Must meet student employee eligibility requirements located here.
- Ability to maintain confidentiality

Knowledge and Skills Required:

- Must be trustworthy, responsible, dependable, punctual, and professional
- Good customer service skills
- Active listening skills. Ability to follow directions.
- Strong oral and written communication skills
- Professional email etiquette
- High level of organizational skill and ability to prioritize and multi-task

- Work well in groups and independently
- Experience working with diverse populations
- Willingness and ability to work established schedule
- Experience with Microsoft Office 2010, including Outlook, and Excel