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**OAKLAND UNIVERSITY  
PROJECT UPWARD BOUND  
261 South Foundation Hall  
Rochester, Michigan 48309**

**Phone: 248-370-3218 Fax: 248-370-3217 Email: [pub@oakland.edu](mailto:pub@oakland.edu)  
<http://www.oakland.edu/upwardbound>**

**JOB SUMMARY: **STUDENT CLERICAL ASSISTANT****

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**JOB TITLE:** Student Clerical Assistant

**DATES:** Fall / Winter Semesters

**HOURS:** Monday-Friday work 8:00am -12:00 noon or 1:00-5:00 p.m.  
Work some Saturdays, 8:15 am-12:30pm

**POSITION(S) AVAILABLE:** Varies

**REPORTS TO:** Administrative Secretary

**PAY:** Starts at \$9.25/hr - Work/Study Required

**PURPOSE:** Provide front desk reception and phone answering; run errands on campus; perform routine clerical duties as assigned by the Administrative Secretary or other designated supervisor.

**PRIMARY DUTIES**

- Greet incoming visitors and provide directional or informational assistance as needed.
- Answer telephone calls providing specific information or routing to appropriate personnel.
- Perform accurate word-processing of lists, labels, and similar light word-processing projects.
- Perform data entry and file confidential documents (must sign a confidentiality agreement).
- Duplicate, fold, collate, and staple documents and prepare mailings.
- Install software updates (under guidance of Administrative Secretary).
- Make telephone calls and/or use social media to schedule appointments, follow up absences, and/or track graduates.
- Keep storage areas organized and transport supplies between rooms/buildings as needed for programming (which may require bending, stretching/reaching, and lifting).
- Make deliveries and pick-ups to different campus locations.
- Assist with maintaining bulletin boards.
- Other similar tasks as assigned by the Administrative Secretary or Department Administrators.

**MINIMUM QUALIFICATIONS**

- Current Oakland University student in good standing and registered with Student Employment.
- Working command of all or part of MicroSoft Office Suite w/light word-processing ability.
- Clear pronunciation with ability to successfully interact with the public, students, faculty, and staff.
- Ability to operate standard office machines and telephone units and transport items around campus.
- Knowledge of proper grammar, spelling, and punctuation and ability to use standard office resources.

**A CLERICAL SKILLS ASSESSMENT WILL BE ADMINISTERED TO TEST WORD-PROCESSING, FILING, AND COMMUNICATION SKILLS.**

**DESIRED QUALIFICATIONS**

- One academic year of general office work, preferably on-campus, a valid driver's license, and work/study funds.

An application, resume, and previous employer recommendation, either by phone or letter, is needed before an interview and a Clerical Skills Assessment will be given. All interested candidates should contact the Department Secretary at the above address or phone and/or submit an application under the "Jobs" link at [www.oakland.edu/upwardbound](http://www.oakland.edu/upwardbound).