Carleton College Student Position Description

Job Title: English Department Office Assistant
Classification: Student Worker (non-exempt)
Name and Address of Employer: Carleton College, 1 N College Street, Northfield, MN 55057

Department/Office: English Department
Location where duties performed: Laird 202
Supervisor: Solvei Robertson
Date: May 6, 2024

Position overview including purpose of the position within the College:
The main responsibility is to assist the department faculty and staff with day-to-day needs in the office for five hours each week during the academic year. Copying and scanning will be a regular duty. A willingness to help with a variety of tasks is an important requirement for this position.

Essential Job Functions/Responsibilities/Duties:
Knowledge of Microsoft Word, Excel, PowerPoint, Google Docs
Making photocopies
Scanning and editing documents
Creating posters for English-sponsored events
Sorting department mail
Completing campus errands as needed
Maintaining cleanliness of office

Additional Job Responsibilities:
Assisting with miscellaneous requests as they arise
Special projects as assigned

Describe Supervision Received and Exercised:
Student office assistants will report to Solvei Robertson, the administrative assistant for the English department.

Education/Experience/Skills (supported by job duties):
Previous office experience is an advantage but not required.

Physical Demands or Working Environment Requirements:
This position will require sitting and standing.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the department.