

CUMBERLAND REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

STUDENT SUMMER OFFICE ASSISTANT

JOB GOAL

To assist office staff with general office tasks to maximize the effectiveness of office operations.

QUALIFICATIONS

- 1. Currently-enrolled Cumberland Regional High School student.
- 2. If minor, working papers will be required (A300).
- 3. Knowledge of general clerical procedures.
- 4. Expressed interest in position.

DUTIES/RESPONSIBILITIES

- 1. Copying, filing, data entry, updating records, assisting with maintenance of personnel records.
- 2. Following and upholding established policies and procedures.
- 3. Assist with projects as required (i.e., prepare materials for distribution, create spreadsheets, event set-up, etc.).
- 4. Provide coverage for the front desk including answering phones, transfer calls, take messages; send and receive faxes/e-mails on behalf of staff.
- 5. File, scan, and assist with maintenance of office records.
- 6. Operate photocopier and other duplication and production services.
- 7. Perform such other duties as may be assigned.

ESSENTIAL SKILLS/ABILITIES

- 1. Knowledge of general clerical procedures.
- 2. Ability to maintain confidentiality.
- 3. Ability to file information accurately.
- 4. Possess organizational skills.
- 5. Ability to work independently.
- 6. Ability to traverse school facility and grounds.

REPORTS TO

Superintendent, Building Principal or designee.

TERMS OF EMPLOYMENT

Work hours and length of contract to be determined by the Board of Education.

EVALUATION

Superintendent, Building Principal or designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **May 25, 2022**