



**Office Assistant**

What are the current responsibilities of this position? What are the students doing?	What career relevant competencies are developed in this position?	How to articulate response competence development?
<ul style="list-style-type: none"><li>• Supporting day-to-day office tasks and assignments</li><li>• Provide general administrative support in office setting.</li><li>• Responsibilities (may include but not limited to) scanning, photocopying, scheduling, updating database and website, etc.</li><li>• Assist with varied tasks related to ongoing projects.</li><li>• Greet visitors, screen calls, ensure office and phone coverage at all times; provide informed responses to visitors and students about the department.</li><li>• Perform data entry tasks; typing &amp; composing correspondence, update and process office forms</li><li>• Monitor office supplies and equipment; restock printers and copiers and perform troubleshooting office equipment as needed</li><li>• Assemble, organize and maintain various office files</li><li>• Maintain a working knowledge of Department's Front Desk policies, practices, and procedures</li></ul>	<ul style="list-style-type: none"><li>• Customer service focus</li><li>• Attention to detail</li><li>• Ability to work independently</li><li>• Problem solving and critical thinking</li><li>• Time management and prioritization</li><li>• Flexibility</li><li>• Initiative and responsiveness</li><li>• Ability to edit documents for content, layout, and voice</li></ul>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>

**Research Assistant**

What are the current responsibilities of this position? What are the students doing?

What career relevant competencies are developed in this position?

How to articulate response competence development?

- Laboratory-keeping/clean-up
- Sorting samples and data entry from lab and field experience
- Learning and conducting statistical tests on quantifiable data and qualitative data, and identifying key themes from each kind of data.
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