

**SAMPLE**

**University Assistant**

**Job Description**

**Responsibilities:** Primary responsibility will be ….

**Qualifications:** Bachelor’s degree is required; Must possess working knowledge of Microsoft Office Suite, including Word, Excel, Outlook & Teams, …..

Please note there are no paid benefits for this position.

**Salary**: $XX.00 per hour

**Work Hours:** 19 hours per week**.** This is an in-person assignment and will not work remotely.

This position will work on campus Monday – Friday’s between the hours of 8 a.m. – 5 p.m. Exact work schedule to be determined at time of hire.

**Prepared By:**

**Date Prepared:**