

THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title Student Aide

Title Code 10101

FLSA Status Non-Exempt

General Duties and Responsibilities

Under direct supervision, performs routine work appropriate for a college student in a municipal college or other unit under the Board of Higher Education where such work is required on a part-time basis or for a period of limited duration; performs related work.

General Work Tasks

- Performs clerical work, e.g., files, types, posts, and assists in maintaining record, answers telephone, operates Xerox machine, acts as messenger.
- Sorts and shelves library books.
- Codes data for electronic data processing.
- Operates keypunch, sorter and collator.
- Helps in stock room.
- Helps in operation of audio-visual aid equipment.
- Assists instructional staff in elementary library, laboratory, or other research, or as tutor.

Qualification Requirements

1. Must be admitted to or attending a college of the City University of New York.
2. Full-time students only.

NOTE:

Direct Lines of Promotion

FROM: None

TO: None