

***NAPA VALLEY COLLEGE  
STUDENT WORK STUDY  
JOB DESCRIPTION***

**TITLE OF JOB:** STUDENT ASSISTANT                      **POSITION UPDATED:** JUNE 2018  
GENERAL

**DEPARTMENT:** VARIOUS

**GENERAL PURPOSE:**

General Employment. Under minimal supervision, support and assist faculty and classified staff members organize special events, projects and complex assignments.

**DUTIES:**

Work under minimal supervision. Communicate effectively and tactfully in both oral and written form. Answer telephones, take messages, typing, filing, give and take directions, sort and distribute incoming mail, and photocopying. Handle confidential information. Operate computer system to s