

Shawndell Shaw

Position: Student Assistant I

Each student works 10-20 hours/week

Supervisor: Kathryn Wennerstrom

- Greet and refer students, staff, and faculty who come into the office
- Manage the main phone line and transfer calls when appropriate
- Receive and process student forms
- Regularly check office mailbox and sort mail
- Deliver documents to various offices on campus (as needed)
- Scan, process, and index documents using Slate
- Scan and index documents using Singularity
- Update CU-SIS checklists after indexing documents
- Clean and organize the office as needed
- File documents
- Complete any additional tasks as requested by other Graduate School staff