

Job Description

Position Title: Office Assistant

Department: Center for Advising and Academic Support

Reports To: Office Coordinator

Office Assistants are hired each spring for the upcoming academic year and report to the Office Coordinator.

Essential Job Functions

Office Assistants are responsible for the following:

- Knowledge of all services to direct guests
- Greet and assist all visitors as they arrive, direct to check-in iPad
- Understand and comply with office policies and procedures
- Know campus resources and refer when necessary
- Log student visits and photos into database
- Answer phone calls and assist or direct calls
- Check voicemail; respond or forward to appropriate staff member
- Schedule appointments for staff
- Email appropriate links to assist students with services
- Send email reminders for next day appointments with staff, Writing Desk and Speaking Space
- Return completed exams to faculty
- Data entry
- Assist Center for Advising and Academic Support Staff with tasks and Projects as requested
- General office pick up
- Accurately Record hours in TES

Skills and Qualifications

- Campus Work Award
- Excellent interpersonal skills
- Comply with FERPA to maintain confidentiality
- Ability to learn new computer applications quickly
- Attention to detail and accuracy
- Ability to work 4-6 hours per week

Benefits of serving as an Office Assistant

- Gain administrative experience that will transfer to any field
- Develop relationships with staff and faculty
- Develop customer service skills
- Strengthen interpersonal communication and organization skills
- Strengthen problem solving skills

Office Assistant Training

- 1 hour Office Assistant specific training Wednesday afternoon of Week One; mandatory
- Monthly professional development; mandatory