

**St. Olaf College Upward Bound
Summer Component 2025
Position: Office Assistant**

Employment Dates:

- UB office position start date: 6/2/2025
- Staff Training: 6/11/2025 – 6/17/2025
 - Training Day Hours: 7:45am - 4:15 pm
 - No Training: Saturday or Sunday
- UB office position(s) run through August 8, 2025

Job Description:

- Provide office support
- Filing as requested
- Pick-up and deliver mail
- Assist director with programming needs
- Assist assistant director with programming needs
- Assist administrative assistant with programming needs
- Assist, when appropriate, classroom staff
- Complete errands as requested
- Complete mailings as requested
- Revise and update forms
- Complete assigned tasks
- Maintain complete and accurate records
- Create and update student folders
- Maintain a safe and healthy office/classroom environment
- Participate in extracurricular activities, when appropriate
- Ensure students/staff are following all St. Olaf, and UB rules and guidelines
- Attend staff meetings and other duties as assigned

Minimum Qualifications:

- Current undergraduate or graduate student
- Filing and clerical abilities and/or experience
- Ability to use Mac computers, Word, Excel and Google Suite
- Ability to establish good rapport with students
- Ability to work independently
- Responsibility and attention to detail
- Must be consistent and able to work regularly scheduled hours
- Sensitive to target student population and committed to program objectives and goals

Additional Information:

- Office Assistants can anticipate working 7:45 am - 4:15 pm, Monday through Thursday and from 7:45 am - 1:00 pm on Fridays (excluding Friday, June 16). No days off.
- Office assistant is paid at an hourly rate and must document work hours
- Preference given to applicants who are able to start prior to 6/11/2025
- Ability to extend position to the mid to late-August 2025