



## **JOB DESCRIPTION: Student Life Office Assistant**

**Name of Position:** Student Life Office Assistant

**Department:** Student Life

**Campus Location:** Student Life Office in Sutton Center

**Supervisor:** Dan Falk

**Length of Contract:** Fall Semester and Spring Semester

**Pay Rate:** Minimum Wage

**Job Purpose:** To work in the Student Life office from 12 – 1 p.m. Monday through Friday. The student worker will answer the phone and greet visitors while the office staff is out for lunch.

### **Job Responsibilities:**

- Assist with answering telephone, filing, running errands, making copies, and scanning documents.
- Greet office guests, answer questions and direct to the proper individual(s).
- Data entry into a Microsoft Excel spreadsheet.
- Make posters or brochures for special events on campus.

### **Qualifications:**

- Familiarity with the office equipment.
  - Phone
  - Copier
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work 5 hours per week to cover the lunch hour in Student Life.
- Good Excel and Publisher skills.

### **Skill Development Areas:**

- Listening, Customer Service, Communication, Creative, Timely

### **Evaluation:**

- The student will be evaluated at the end of each semester by meeting one on one with their supervisor.