



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 (2022 - 2023)

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.