

OFFICE ASSISTANT – Campus Activities & Engagement

Position Description:

This position will complete assigned duties, tasks, and responsibilities concerned with the department providing support to student organizations members, campus leadership, advisors, volunteers, campus community and guests. This position also advises students on University policies with assistance from University Services Program Associate.

Supervision Received:

Reports to the University Services Program Associate for Campus Activities & Engagement.

Supervision Exercised:

No supervision of others.

Duties:

1. Receive office visitors, handle telephone calls and provide customer service.
2. Assist with typing, filing, copying, and management of resources including but not limited to student organizations, the Winter Arts & Crafts Fair, department programs and Student Involvement Center.
3. Run errands within the Student Center and on campus.
4. Process and maintain: deposits, financial paperwork, forms for organization management, private accounts, and raffle ticket requests.
5. Sort office mail and follow-up on voice mail.
6. Provide assistance with student organization trainings.
7. Meet with supervisor and/or attend department staff meetings as needed.
8. Assist in the interpretation of University and department policies and procedures.
9. Perform other duties as assigned.

Qualifications & Requirements:

- ◆ Must be able to work independently, be creative, have good follow through on projects, be able to set priorities and be organized.
- ◆ Must have excellent customer service skills.
- ◆ Possess good problem solving skills and be able to determine priorities.
- ◆ Must have a minimum cumulative grade point average of 2.25 and be registered for six non-audit credits.
- ◆ Must be available to work 8-12 hours per week, with some evening and weekend hours required as needed.
- ◆ Adhere to Parkside Student Center policies, procedures, uniform dress policy and attend trainings.
- ◆ Computer knowledge working with Microsoft Office software.
- ◆ Must be able to lift up to 30 pounds.
- ◆ Flexible hours and willingness to help out with timely deadlines.

Skills Gained:

Interpersonal Communication	Teamwork	Quality and Accuracy of Work
Problem Solving	Resourcefulness	Priority Setting
Time Management	Initiative	Financial Record Keeping
Verbal Communications		

Job Skills Developed in the Position:

- ◆ Effective interaction and communication with students, staff, faculty, customers and the general public on a daily basis by answering their questions, listening to their concerns, and making appropriate referrals to other staff or departments.
- ◆ Planning and coordinating tasks related to student organizations and department services.
- ◆ Managing student organization private accounts by processing and verifying deposits and accurately distributing checks.
- ◆ Maintaining office files by duplicating forms and accurately sorting paperwork.

Starting Wage:

- ◆ \$8.25 per hour
- ◆ Both workstudy-eligible and non-workstudy students are encouraged to apply.