

Office Assistant – Campus Activities & Engagement

Position Description:

This position will complete assigned duties, tasks, and responsibilities concerned with the operation of Campus Activities & Engagement. This position also advises on University policies and provides appropriate resources related to student organizations and program planning.

Supervision Received:

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

Duties:

1. Receive office visitors, handle telephone calls and provide customer service including voice mail messages.
2. Assist with typing, filing, copying, and management of resources including but not limited to student organizations, the Winter Arts & Crafts Fair and Student Involvement Center.
3. Process and maintain: deposits, student organization paperwork, private accounts, and raffle ticket requests.
4. Reconcile student organization private accounts at least twice per month.
5. Process the next week's Bridge window reservations and follow up on related issues.
6. Keep L1 and residence hall calendars, and CA&E brochure racks up to date.
7. Run errands within the Student Center and on campus.
8. Assist in the interpretation of University and unit policies and procedures.
9. Training includes but is not limited to: proficient and competent in hazard & bodily fluid clean up procedures, mandatory reporting, general fire and emergency protocol.
10. Perform other duties as assigned.

Qualifications & Requirements:

- ◆ Must have a minimum cumulative grade point average of 2.30 and have 6 non-audit credits.
- ◆ Must be available to work 6-15 hours per week primarily Monday-Thursday 10am-2pm. Limited and weekend hours required as needed. Flexible hours and willingness to help out with timely deadlines.
- ◆ Must have excellent customer service skills, solid ability to find resources and determine priorities, and solve problems.
- ◆ Adhere to Student Employee Handbook uniform dress policy and attend Mandatory trainings.
- ◆ Computer knowledge working with Microsoft Word and Excel.
- ◆ Must be able to lift up to 30 pounds.
- ◆ Flexible hours and willingness to help out with timely deadlines.
- ◆ Performance reviews are conducted with the supervisor at least once per semester. Self-management is a must and self-evaluations are continuous.

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 public via telephone and in person daily by answering their questions, listening to their concerns, and making appropriate referrals to other staff or departments.
- ◆ Managing student organization private accounts by processing and verifying deposits and accurately distributing checks.
- ◆ Maintaining office files by duplicating forms and accurately sorting paperwork.

Wage Information:

- ◆ Entry Level: Beginner
- ◆ Starting wage: \$8.50 per hour. Both work study-eligible and non-work study students are encouraged to apply.