General Description

The Summer Office Assistant is a student staff member who works in the Office of Student Development, AMU 329. S/he is supervised by the Administrative Assistant. The Summer Office Assistant is responsible for using computer programming experience to maintain and revise web initiatives, publications and program marketing. Direct visitors, answer phone calls, respond to questions regarding New Student Programs, Family Programs, Community Service programs and Alcohol programming initiatives. General office duties include processing mail, making photocopies and completing additional duties as assigned.

As a staff member with the Office of Student Development, the Summer Office Assistant will also be expected to contribute to the implementation of the Office of Student Development Vision Statement, to value and empower fellow current and prospective students and their family members.

Specific Responsibilities

• Provide quality customer service to visitors and while answering phones
• Work with staff to support OSD programming
• Assist in the development of publications
• Maintain web pages associated with OSD programs
• Assist with management of student/parent social media sites
• General office duties
• Maintain assigned summer hours (approximately 30 hours per week)
• Hours of availability vary (including some evenings) during actual programs
• Other duties as assigned

Qualifications

• Available from May 12 – August 23, 2014
• Enrollment in summer classes negotiable
• In good standing with the University (both academically and disciplinary)
• Organized, responsible and detailed oriented
• Ability to collaborate effectively as a member of a team
• Ability to work independently
• Computer skills (Macintosh, Claris FileMaker Pro, Microsoft Word, Microsoft Excel, Contribute) or related experience

Remuneration

• Approximately 30-32 hours per week
• $9.00 per hour for summer responsibilities

Updated 1/14