Office Assistant
Office of Student Development & CLSI

General Description
The Office Assistant is a student staff member who works in the Center for Leadership, Service and Involvement or the Office of Student Development and may participate as a member of the CLSI Team. S/he is supervised by the Office Coordinator or Administrative Assistant (professional staff members in the Office of Student Development) and/or the CLSI Student Manager (who reports to the Assistant Dean of Student Involvement). The Office Assistant is responsible for greeting and directing customers, answering phone calls, processing mail, making photocopies, entering data, and completing additional duties as assigned.

As a staff member with CLSI and the Office of Student Development, the Office Assistant will also be expected to contribute to the implementation of the Office of Student Development Vision Statement, to value and empower fellow students, and to assist with various duties in CLSI and/or the Office of Student Development when needed.

Specific Responsibilities
• Provide quality customer service to organizations or individuals using the CLSI, Office of Student Development, or their resources
• Welcome and direct customers
• Answer and direct incoming phone calls
• Process incoming and outgoing mail
• Make and distribute photocopies as needed
• File letters and documents as appropriate
• Make campus deliveries as requested
• Communicate and uphold policies and procedures of CLSI and the Office of Student Development
• Assist with assigned projects or tasks
• Meet regularly with supervisor/s to set goals, assess progress, and evaluate performance
• Maintain assigned hours (approx. 10hrs./week) in CLSI and/or Office of Student Development
• Attend appropriate CLSI Team meetings, training sessions, etc.
• Complete other duties as assigned

Qualifications
• Good standing with the University (both academic and disciplinary)
• Ability to collaborate effectively as a member of a team
• Ability to work independently
• Organized, responsible, and detail oriented
• Computer skills (Macintosh, Microsoft Word, FileMaker Pro, Microsoft Excel) or ability to learn

Remuneration
• Approximately 10 hours per week
• $8.00 per hour

Updated 1/14