**Summer Office Assistant**

**Office of Student Development**

**General Description**

The Summer Office Assistant is a student staff member who works in the Office of Student Development, AMU 121. S/he is supervised by the Administrative Assistant and the Coordinator for Leadership Programming & Student Involvement. The Summer Office Assistant is responsible for greeting and directing customers, answering phone calls, processing mail, making photocopies, entering data and completing additional duties as assigned. Additionally, this person will create publicity for events hosted by the Office of Student Development. Intermediate knowledge of design programs is required.

**Specific Responsibilities**

* Provide quality customer service
* Welcome and direct customers
* Answer and direct incoming phone calls
* Process incoming and outgoing mail
* Make and distribute photocopies as needed
* File documents as appropriate
* Make campus deliveries as requested
* Design publicity for OSD sponsored programs
* Communicate and uphold the policies and procedures of the office
* Complete assigned projects or tasks
* Maintain assigned hours (approximately 30 hours per week)
* Other duties as assigned

**Qualifications**

* Intermediate knowledge (and experience) of design programs like Photoshop, InDesign, etc.
* Good stand with the University
* Ability to collaborate effectively as a member of a team
* Ability to work independently
* Organized, responsible and detailed oriented
* Computer skills (Macintosh, Microsoft Word, Claris FileMaker Pro, Microsoft Excel) or ability to learn

**Remuneration**

* Approximately 30 hours per week
* $9.00 per hour