Position Title: Econ Office Assistant
Hourly Rate: $7.25

Department: Economics
Supervisor: Jennifer Kodl

Work Location: Campbell Hall, Room 2
Account Number: 01-11131-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☐ Yes ☒ No

Number of positions available: 1

Work Schedule
A student in this position can expect to work 2 - 3 hours per day, 10 - 15 hours per week.
The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.
Hours are available during the following times of the day: As the student is available.

Department/Position Overview
In the Department of Economics, the Office Assistant is essential to day-to-day operation of the Department, as well as, being able to take on special projects as needed by the Department's Program Assistant and faculty. It is necessary that the student have excellent organizational skills and be able to perform tasks without direct supervision. Often, students will report to work and complete tasks independently and effectively based on written instructions.

Description of Duties and Tasks
☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☐ Maintain the confidentiality of departmental/employee/student information
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☒ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: MS Word, Excel, Publisher
- Familiarity with specific equipment, listed here: Scanner, Photocopier, Shredder
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: