Position Title: Education Office Assistant
Hourly Rate: $7.25
Department: Education and Youth Studies
Supervisor: Morse Ingersoll 224
Account Number: 01-11132-00000-00000-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 hours per day, 8 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: 8:00 am - 4:30 pm.

Department/Position Overview
This is a clerical position in the department office. Specifics include but are not limited to: maintaining/updating the department website, filing, copying/scanning, picking up and delivering mail, engaging in individual assignments for the EDYS professors, creating and posting flyers, contacting alumni for updates and other duties as assigned.

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
☒ Organize and produce the bi-annual EDYS department online newsletter
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: Word, Excel
- Familiarity with specific equipment, listed here: copier, scanner, MAC
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: knowledge of, or willingness to learn, production of blogs or publishing-type websites