Position Title: HYSP Office Assistant

Department: Help Yourself Programs/Academic Affairs

Hourly Rate: $7.25

Supervisor: Regina Hendrix

Work Location: South College

Account Number: 04-30400-60018-00000-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, 6 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 - 4:00 pm.

Department/Position Overview

The Help Yourself Programs Office Assistant is responsible for general office procedures and related program duties. The Office Assistant serves as a liaison between office personnel, students, and student workers.

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: Microsoft Word, Microsoft Excel, Google Documents

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: