**Position Title**  
Inclusive Living & Learning Program Assistant

**Hourly Rate**  
$7.25

**Department**  
Office for Inclusive Living & Learning

**Supervisor**  
Sarah Tweedale

**Work Location**  
Intercultural Center

**Account Number**  
01-53518-00000-00000-xxxxx

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

Number of positions available: 10

**Work Schedule**

A student in this position can expect to work 2 hours per day, 5 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: **10 am - 10 pm**.

**Department/Position Overview**

Individuals working for the Office for Inclusive Living & Learning are responsible for administrative and programmatic tasks for all components of the OILL program, including Spiritual Life and Sustained Dialogue. Individuals are also responsible for creating programs and projects as well as assisting in the programs sponsored and co-sponsored by the Office for Inclusive Living & Learning. Program Assistants will assist in creating advertisements, assisting the Office Manager, and serving as the initial contact person for people who come to the office.

**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: *Excel; Word; Power Point; Publisher*
☑ Familiarity with specific equipment, listed here: **Fax; Scanner: Audio Visual Equipment; Projectors/Laptops**

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