Position Title: Residence Life Office Assistant
Hourly Rate: $7.25
Department: Residence Life
Supervisor: John Winkelmann
Work Location: Pearsons - 2nd floor
Account Number: 01-91910-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☑ Yes ☐ No
Number of positions available: 6

Work Schedule
A student in this position can expect to work 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 am - 4:30 pm.

Department/Position Overview
The Office Assistant will assist in the day-to-day operations of the Residence Life office. Students work in a support staff role answering phones, filing, typing, copying, and other clerical duties. They also work on special projects such as creating bulletin boards for display near Commons, preparing mailings, processing IDs and doing research on topics related to Residence Life.

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 Office
☒ Familiarity with specific equipment, listed here: copier, fax
☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: