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 **flexible** hours per day, **7** hours per week.

The student will work

- [ ] Monday thru Friday  
- [ ] Saturday  
- [ ] Sunday  
- [x] any day of the week.

Hours are available during the following times of the day: **flexible**.

Department/Position Overview

The Sociology Departmental Assistant's job will be to help with a variety of office tasks. These may include things such as: filing, photocopying, scanning, putting things on reserve, helping with the departmental website, and working on a departmental newsletter. The person in this position will report, in general, to the Chair of the Department, but all members of the Sociology Department may give tasks to the Departmental Assistant. The position needs someone who is detail-oriented, organized, and able to work with little supervision.

Description of Duties and Tasks

- [x] Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- [x] Conform to an established work schedule; reliably work set hours as assigned
- [x] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- [x] Maintain the confidentiality of departmental/employee/student information
- [x] 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 & Excel**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: