

Dean of Students Office

Office Assistant

Responsibilities:

- Must maintain high level of confidentiality
- Ability to work independently
- Greet visitors
- Schedule appointments
- Answer phones (five lines)
- File
- Maintain bulletin boards
- Manage office when department staff is not available
- Assist with large mailings
- Assist with projects involving research, data collection, use of spreadsheets for detailed statistics and other tasks as deemed necessary

Requirements/Special Skills:

- Computer skills and knowledge of programs (excel, power point, publisher, etc.) are extremely helpful
- Well written and proficient/good oral communication skills essential