

## **Residential Life/Greek Affairs**

### Office Assistant Responsibilities:

- Answer telephones, take messages, call forward and announce callers
- Create and maintain excel workbooks
- Create informational poster boards for the Residential Life Office
- Assemble opening/closing and Life Safety packets for RA staff
- Assist students, faculty, staff and parents as needed
- Filing, organize resource room, other office duties requested
- Assist Secretary, Housing Coordinator, Director of Residential Life, Director of Greek Life, RD's and RA's with tasks as needed
- Run errands around campus
- Sort mail and mailings to all Residential/Greek/Theme/Minerva mailboxes in Residential Life Office
- Assist with the Freshman Record.