

Student Activities- Reamer Campus Center

Position: Office Assistant

Description of Duties: Work Study students will be required to accomplish the following:

- Answering phones
- Greeting Guests
- Approving flyers and checking campus center for outdated and unapproved material
- Restocking the offices inventory forms
- Restock all paper for closet, fax machine, copier, printer
- Faxes: receive and send out
- Filing
- List upcoming events on white board and bulletin boards
- Supply the front desk
- Carry items to finance and other offices on campus
- Deliver mail
- Maintaining the organization of the office and supply closet
- Contacting students regarding their clubs
- Assisting clubs and organizations with questions
- Contact club members about mail and packages
- Bill clubs for fax charges and equipment manager charges
- Accept flower deliveries and contact students
- Sell tickets for major events
- Sell tickets for movies
- Hang morning announcements
- Reserve banner space
- Hand out Old Chapel forms
- Hand out equipment manager forms
- Other duties assigned
- Most important the student must maintain a smile and the positive atmosphere of the Student Activities Office

Qualifications and special skills:

- Dependability/Reliability
- Timeliness
- Resourcefulness/Creativity
- Friendly/Courteous
- Helpful
- Detail orientated
- Positive attitude
- Responsible
- Strong Organizational skills