Student Job Description

Department:  Academic Affairs  Location:  Olin Building, Room 101

Supervisor's Name:  Karen Crosby

Please indicate hours/shifts available:  Mondays through Fridays during normal business hours

Rate of Pay:  minimum wage

Purpose/Role of the Position(s) within the Department:  Office Assistant

Duties and Responsibilities:

• General office work including: data entry, filing, scanning, copying and shredding
• On campus errands
• Answer telephones
• Assist with planning, scheduling and executing special campus events
• Assist with other office work as needed

Qualifications for the Position:

• Proficiency in Microsoft Word and Excel
• Excellent communication skills and proper phone etiquette, should be comfortable answering phones, transferring calls and taking accurate messages
• Confidentiality is very important
• Good work ethic and professional attitude