

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