

Student Job Description

Department: Dean of Academic Departments & Programs/ Dean of Studies Location: S & E S100

Supervisor's Name: Carol Cichy and Ruth Cotter

Please indicate hours/shifts available: Mondays - Fridays, 10:00 a.m. - 4:30 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position within the Department:

To assist with the operation of the Deans' Offices and cover for staff absences (illness, lunch, meetings)

Duties and Responsibilities:

- Greet visitors
- Answer office telephones
- Run on-campus errands (pick-up/delivery)
- Copying, scanning, filing, data entry and shredding
- Placing calls to members of the incoming class
- Schedule appointments and events
- Contribute to education and outreach materials (e.g. for the Honor Council)
- Assist with other office work as needed

Qualifications for the Position:

- Ability to use Microsoft Word and Excel
- Excellent communication skills
- Confidentiality is very important