

Student Job Description

Department: President's Office

Location: Feigenbaum Hall, 2nd Floor

Supervisor's Name: Pamela Guidi

Please indicate hours/shifts available: Mondays - Fridays, day time and some evenings

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Provide administrative assistance with daily office tasks, office events, projects and/or initiatives in the President's Office.

Duties and Responsibilities:

- Filing and archiving
- Assemble meeting materials
- Prepare for events - assemble invitations, place cards, menus, name tags, and guest lists
- Assist at events (*possible evenings*) - check-in attendees and take photographs using office camera
- Prepare bulk mailings - letters, envelopes and mailing labels
- Assist with notification of office events by hanging posters and fliers on campus
- Complete special research projects as needed

Qualifications for the Position:

- Confidentiality is important
- Maintain a professional presence inside and outside the office as a representative of the Office of the President
- Ability to work independently and produce quality work that has been proofread carefully
- Maintain an upbeat and positive demeanor
- Ability to work well with other students, members of the Office of the President and other College employees