



JOB DESCRIPTION: Social Sciences/Business Faculty Assistant (Leadership)

Name of Position: Student Worker for the Social Sciences/Business Faculty Assistant and the Leadership Directors.

Department: Social Sciences & Business Divisions

Campus Location: Mossman 134

Supervisor: Pam Olney

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: To assist the Leadership Director(s) and the Faculty Assistant with a wide variety of office support and administrative duties for the Leadership Program, the faculty in the Social Science/Business Divisions and Southwestern Students.

Job Responsibilities:

- Assist with answering phone calls, mailings, document scanning, printing and copying.
- Database maintenance in Power Campus and Leadership records.
- Decorating bulletin boards and running errands on campus.
- Update and maintain Leadership website and Facebook page
- Greet office guests, answer questions and direct to the proper individual(s).
- Other administrative duties or special projects as assigned.
- Maintain communications with Leadership team members and alumni.

Qualifications: The Student Worker Office Assistant position requires proficiency in the full range of general office services and functions as well as knowledge of the services of the Leadership Program.

- Leadership Team member
- Familiarity with the office equipment (computers, printers, paper cutter, etc.).
- Good computer skills (Microsoft Word, Excel, Publisher, Facebook, etc.).
- Excellent communication skills and detail oriented.
- The ability to handle student and faculty information confidentiality and professionally.
- Ability to work well with others.
- Willingness to tackle new projects as well as to drop a project to work on a more pressing job assignment.
- Ability to proctor tests in office with confidence and confidentiality.
- Ability to work 10 hours per week

Skill Development Areas:

- Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, Student Learning.

Evaluation: Student worker will be elevated at the end of each semester or the end of their job period.