**JOB DESCRIPTION: Student Life Office Assistant**

Name of Position: Student Life Office Assistant

Department: Student Life

Campus Location: Student Life Office in Sutton Center

Supervisor: Dr. Sarah Hallinan

Length of Contract: Fall Semester and Spring Semester

Pay Rate: Minimum Wage

Job Purpose: To work in the Student Life office from 10 – 1 p.m. Monday through Friday depending on class schedule. The student worker will answer the phone and greet visitors while the office staff is out for lunch.

Job Responsibilities:

* Assist with answering telephone, filing, running errands, making copies, and scanning documents.
* Greet office guests, answer questions and direct to the proper individual(s).
* Data entry into a Microsoft Excel spreadsheet.
* Make posters or brochures for special events on campus.

Qualifications:

* Familiarity with the office equipment
* Phone
* Copier
* The ability to handle confidential matters and to be professional.
* Ability to work well with others.
* Willingness to tackle new projects.
* Ability to work 5 hours per week to cover the lunch hour in Student Life.
* Good Excel and Publisher skills.
* Skill Development Areas:
* Listening, Customer Service, Communication, Creative, Timely

Evaluation:

* The student will be evaluated at the end of each semester by meeting one on one with their supervisor.