OFFICE ASSISTANT/WORKER

Position Summary: Assists in the daily operations of an office under the supervision of a Hall Director, Assistant Residence Hall Director, or clerical support staff. Interacts with students, staff, on and off-campus constituents. Represents the office and department. This is a basic level position.

Position Responsibilities:

1. Perform basic reception duties including greeting visitors and customers.
2. Answer telephone, direct calls, take messages, and/or forward to voicemail.
3. Operate a copy machine, printer, fax, scanner, and other office equipment.
4. Schedule appointments.
5. Complete forms and data entry tasks using PC applications.
6. Run errands in office area, or to other locations on campus.
7. Type and proofread invoices, letters, brochures, and other correspondence.
8. Organize and maintain files and records.
9. Sort and distribute mail, email, and other correspondence.
10. Attend training sessions and staff meetings.
11. Perform miscellaneous duties as directed.

Position Requirements

1. Ability to operate a computer and phone
2. Basic computer skills [Microsoft Office, Internet Explorer, etc.]
3. Verbal and written customer service and communication skills