OFFICE ASSISTANT/WORKER II: STUDENT EMPLOYMENT SUPERVISOR ASSISTANT

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. Provides additional support to supervisor. Interacts with students, staff, on and off-campus constituents. Represents the office and department. This position is for students with more years’ experience. http://studentjobs.uconn.edu/

Position Responsibilities:

1. Provide information to students, faculty, staff, and the general public regarding department services, policies, and procedures.
2. Perform basic bookkeeping duties including receiving and recording monetary transactions.
3. Compile and/or analyze data from various sources.
4. Maintain list of area student employees.
5. Track hours worked.
6. Oversee student scheduling; make changes as needed.
7. Collect time cards and review for signatures and hours worked. Submit for supervisor’s signature.
8. Take time cards to ResEd Holcomb Office as instructed.
9. Periodically visit area worksites.
10. Collect and compile usage charts from game rooms and study halls weekly.
11. Perform basic reception duties including greeting visitors and customers.
12. Answer telephone, direct calls, take messages, and/or forward to voicemail.
13. Operate a copy machine, printer, fax, scanner, and other office equipment.
15. Complete forms and data entry tasks using PC applications.
16. Run errands in office area, or to other locations on campus.
17. Type and proofread invoices, letters, brochures, and other correspondence.
18. Organize and maintain files and records.
19. Sort and distribute mail, email, and other correspondence.
20. Attend training sessions and staff meetings.
21. Perform miscellaneous duties as directed.
22. Create, edit, and/or update invoices, letters, brochures, and other correspondence.
23. Organize and maintain confidential files and records.

Position Requirements
1. Solid verbal and written communication skills.
2. Proven ability to interact with others.
3. Reliability
4. Dependability.
5. Solid customer service skills.
6. Ability to operate a computer and phone.
7. Basic or enhanced computer skills [Microsoft Office, Internet Explorer, etc.].
8. At least 1 year of experience as Student Administrative Trainee or similar position.
9. Demonstrated ability to handle increasingly complex tasks and oversee projects.
10. Strong organizational skills.