General Summary
This position provides office support for the members of the Office of Residence Life staff in order to help Office of Residence Life operate efficiently and achieve its goals. The position will be responsible for assisting with general receptionist duties, responding to customer inquiries, greeting those who utilize Office of Residence Life, and performing miscellaneous duties as assigned by Office of Residence Life. The Student Assistant reports to the Administrative Associate.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Greet and assist all faculty, students and staff whom seek the support the Office of Residence Life.

2. Perform administrative support tasks, including answering customer inquiries and correspondences (telephone and in-person).

3. Handling confidential information, ensuring documents are accurately filed, and performing data entry duties in a timely manner.

4. Maintaining professionalism and upholding the functionality, and efficiency of office space and work environment.

5. Other duties as assigned by Housing Services staff.

6. Ability to maintain a positive attitude and employ exceptional customer service at all times.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Ability to effectively interact with resident students and their guests;
Ability to communicate effectively in written and verbal form;
Ability to maintain a positive attitude and employ exceptional customer service at all times;
Possess professional standards of conduct including a strong sense of ethics and confidentiality.

POSITION QUALIFICATIONS:
The Student Assistant is a part-time position. In addition, applicants must be available for scheduling during office hours of 8:30 am – 5:00 pm Monday through Friday.