

Office of Multicultural Engagement Student Worker Job Description

I. General Information

Position Title: Office Assistant

Supervisor: Administrative Services Assistant

Salary: \$7.25 (minimum wage)

GPA: 2.0

II. Position Duties & Responsibilities

- Straightens up the public/work areas
- Distributes mail
- Answers telephones and relays messages
- Provides information on office events, programs and services
- Runs errands
- Performs general clerical services such as word processing, filing, photocopying, and refilling paper trays for printers/copiers
- Updates IRC alias and student lists
- Prepares mass mailings
- Organizes display cases and bulletin boards
- Assists with set up / tear down for events and programs
- Informs supervisor of any problems
- May be asked to drive IRC van for off campus activities, *pending driving certification and approval*
- Assists with annual awards banquet
- Photographs and documents office events
- Open/Close building as required for assigned work shift
- May be asked to perform other duties as assigned by supervisor

III. Position Requirements & Qualifications

- Reliability
- Punctuality
- Creativity
- Interest and commitment to learn about and attend intercultural events
- Strong organizational, communication (verbal, written) and interpersonal skills
- Ability to work independently with minimal supervision
- General computer skills, especially Social Media, MS Office (Publisher, PowerPoint, Word, Excel, Outlook)
- Professional phone etiquette