



**ALVERNO COLLEGE**  
ESTABLISHED 1887

**Student Employee Job Description**

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**Position Title:** Office Assistant

**Date:** 2019/2020

**Department:** Assessment & Outreach Center

**Status:** Student Employment

**Reports To:** Julie Borgealt

**Salary:** TBD

**Primary Function:** Assist with office work and events, workshops and trainings for the Assessment and Outreach Center.

**Principle Responsibilities**

1. Assist with general office duties such as photocopying, filing, preparing bulk mailings, and conducting inventory of publications and office supplies.
2. Answer telephones and provide front-desk office coverage when needed.
3. Work on collating/copying projects and assist with other office tasks, as needed.
4. Assist with registration, confirmations and preparation of conference materials.
5. Staff Assessment & Outreach Center events, which are usually scheduled during the evening.
6. Comply with safety procedures and maintain clean and orderly work areas.
7. Perform other tasks as necessary to support the mission of the College.
8. Facilitate student assessments.
9. Attend all required trainings.
10. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.

**Qualifications**

1. Must be a currently registered Alverno student
2. Must meet Financial Aid Satisfactory Academic Progress requirements
3. Ability to work well with a variety of people (e.g., peers, staff, faculty, volunteer assessors)
4. Ability to think and move quickly
5. Reliable and self-directed

6. Experienced with Microsoft Office programs (Word, Outlook, Excel, PowerPoint)
7. Strong verbal communication skills necessary
8. Professional and responsible in appearance and attitude
9. Ability to complete tasks accurately and in a timely manner
10. Detail-orientated with strong organizational skills
11. Prior office experience preferred

### **Working Conditions**

General office environment

### **Notes**

- Pay rate determined by Financial Aid
- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

### **Application Directions:**

All applicants must upload a resume when completing the online application.

Ready to apply? Click [HERE](#) to complete your application.