



# ALVERNO COLLEGE

ESTABLISHED 1887

## Student Employee Job Description

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**Position Title:** Office Assistant I

**Date:** Academic Year 2019/2020

**Department:** Student Activities & Leadership

**Reports To:** Director of Student Activities & Leadership

**Primary Function:**

Be the face of the Department of Student Activities & Leadership by providing clerical assistance and managing resources of the student group office. Represent Student Activities at functions and events.

**Principal Responsibilities**

1. Staff reception desk in the student organization office – answer phones, record accurate messages, and direct calls to appropriate departments
2. Provide positive customer service
3. Know how to use all office equipment, report any problems or supplies that need to be ordered
4. Problem solve issues/questions with student group leaders when director is out of the office
5. Accurately enter membership roster data into the Campus Orgs Module
6. Regularly inventory supplies and materials, compile orders
7. Monitor fair usage of supplies and storage by student groups
8. Assist with file management (i.e. making labels, filing, etc.)
9. Assist with on-going archiving projects of paper files, photographs, and videos
10. Perform basic cleaning and re-stocking of brochures/materials
11. Assist Student Activities Board on projects as needed
12. Assist with office sales as needed
13. Assist with special events as needed
14. Complete other office tasks as assigned

**Qualifications**

1. Current student in good academic standing as defined by the College
2. Requires strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
3. Requires the ability to work with and maintain confidential information.
4. Requires the ability to work independently as well as collaborate with others.
5. Requires a working knowledge of Microsoft Office and database systems.
6. Requires excellent written and oral communication skills including the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents such as reports, newsletters, and general correspondence.
7. Strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.

8. Requires the ability to freely move throughout the facility and grounds. Must have the ability to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Must have the ability to talk and hear. Specific vision abilities required by this job include close vision and color vision.

**Working Conditions**

General office environment

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