

**Alverno College**  
**Student Employee Job Description**

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**Position Title:** Office Assistant II

**Date:** 12/3/2020

**Department:** Assessment & Outreach Center

**Status:** Student Employment **Reports To:** Assistant Director of Outreach

**Salary:** TBD

**Primary Function:**

Assist with reception for the Assessment and Outreach Center and office work that supports events, workshops and trainings

**Principle Responsibilities**

1. Answer telephones and provide front-desk office coverage when needed.
2. Facilitate student assessments.
3. Assist with general office duties such as photocopying, filing, preparing bulk mailings, and conducting inventory of publications and office supplies.
4. Assist with registration, confirmations and preparation of events and trainings.
5. Staff in-person Assessment & Outreach Center events, which may be scheduled during the evening.
6. Comply with safety procedures and maintain clean and orderly work areas.
7. 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.
8. Perform other tasks as necessary to support the mission of the College.

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

**Working Conditions**

General office environment, in person and possibly remote

**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.