Overview
The Central Office Administrative Assistant helps the Office of Residential Living prepare departmental initiatives by executing administrative tasks. The Central Office Administrative Assistant works in the Office of Residential Living, 100 Harbin Hall, to provide support to professional full-time staff.

Contractual Working Conditions & Dates (Unlikely to be renegotiated)
Training Dates: August 30, 2017; Additional dates TBA
Employment Dates: August 30, 2017- May 2017 (approx. 20 hours/week) Monday-Friday 9:00am-6:00pm.


Job purpose
The purpose of the Central Office Administrative Assistant is to maintain the organizational and functionality of the Office of Residential Living, located in Harbin Hall, Suite 100.

Duties and responsibilities

- Answer phones and transfer to the appropriate staff member.
- Take and distribute accurate messages.
- Greet students and guests and direct them to the correct staff member.
- Coordinate campus hand-carry mail.
- Receive, sort and distribute incoming mail.
- Monitor incoming emails and answer or forward as required.
- Prepare outgoing mail for distribution.
- Fax, scan and copy documents.
- Maintain office filing and key storage systems.
- Update and maintain databases such as mailing lists, contact lists and client information.
- Retrieve information when requested.
- Update and maintain internal staff contact lists.
- Type documents, reports and correspondence.
- Coordinate and organize appointments and meetings.
- Assist with event planning and implementation.
- Monitor and maintain office supplies.
- Ensure office equipment is properly maintained and serviced.
- Perform on-campus work related errands as requested.
- Keep office area clean and tidy.
- Use gender neutral language such as s/he.
- Key filing & distribution.

Qualifications

- Organizational Skills.
- Office Experience.
- Verbal Communication.
- Written Communication.
- Telephone Skills.
- Typing, Documentation Skills.
- Meeting Planning.
- Dependability.
- Attention to Detail.

Physical requirements
This position requires minimal to moderate lifting between 0-10 lbs. Most moving/lifting will occur during inspection and fall move in events.

Approved by: Rashada D. Jenkins
Date approved: 3/2017
Reviewed: 4/2017