Central Office Administrative Assistant

Position Description

Reports to: Office Manager, Office of Residential Living

Employment Dates: May 13- August 29, 2017 (part time, approx. 20 hours/week)
August 29- September 6, 2017 (part time, approx. 10- 15 hours/ week)

Attend and Participate in All Staff Training: May 15-17, 2017 | 8:30 am-5 pm.

Provide on-call coverage on summer holidays with other Coordinators.


Compensation: Until July 1, 2017: $12.50/hour
After July 1, 2017: $13.50/hour

On-campus summer housing: approximate value $3,800.00

Maximum 20 hours of vacation (unpaid and based on approval; approval given on first-come, first-served basis)

General 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.

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.

Qualifications

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

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.