

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Office Assistant
Alumni and College Advancement
Third Floor, Old Sem
Minda Davison
September-May
\$7.25
Assist the Alumni and Advancement office with daily office operations and special projects.

Principal Duties and Responsibilities

Filing correspondences and maintenance of files, data entry, processing bulk mailings, assisting with various projects in office.

Knowledge Skills and Abilities

- x Typing
- Phone Coverage
- x Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- x Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- x Filing
- x Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- x Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Good attention to detail. Able to work with confidential information. Experience helping with events is helpful.

Expectations

Work 5 hours a week. Schedule is flexible – can work anytime between 8:30am-4:00pm.

Working Conditions

Working in office at table and/or computer. Some heavy lifting.

Other

