

Office of Alumni Engagement

Position:	Alumni Engagement Office Assistant
Hourly Wage:	\$7.25/hour
Hours:	Depends on what each individual is awarded
Position Summary:	Assist the Alumni Engagement and Advancement offices with daily office operations and special projects.
Primary Duties and Responsibilities:	Filing correspondence and assisting with the maintenance of files, data entry to records, and miscellaneous project Knowledge of MS Word, MS Excel, and familiarity with database systems (or willingness to learn the systems). Ability to maintain confidentiality and to interact professionally in person and on the phone.
Expectations:	<p>In order for us to accomplish everything we need to we need everyone to work their full hours (or as close to as possible). Each student will need to let his/her supervisor know what days/times he/she will be working during that month by day 2 of each block, at the latest. If you are not able to work your shift, notify your supervisor immediately. Failure to show up for a scheduled shift without notifying your supervisor will result in:</p> <ul style="list-style-type: none">1st absence – verbal warning2nd absence – written warning3rd absence – dismissal <p>It is very important our office knows when you will be working as projects can come up spontaneously and we need to know who will be working and when.</p> <p>If you will not be available to work the number of hours awarded to you for the year due to outside employment or other issues please meet with your supervisor immediately to discuss your realistic employment in our office.</p>