



Office Assistant Position Description Summer 2009

I. Position Summary

The Office Assistant position is primary in providing customer service and resources for residents and staff throughout the summer. Office Assistants also participate in the general administration of the residence halls by providing support to the Professional Staff. Office Assistants are directly responsible to the Associate Director for Residential Education, and work closely with the Administrative Assistant, Professional Staff, and student Summer Staff. In addition to administrative functions and general office management, the Office Assistant will be responsible for one or more special projects throughout the summer, to be determined based on need and interest. The Office Assistant will commit 20 hours per week to the position.

II. Minimum Qualifications

1. Functional proficiency with Microsoft Office software (Word, Excel, PowerPoint, Publisher)
2. Demonstrated ability to work independently, with little supervision
3. Knowledge of and experience with University housing operations and campus programming
4. As a condition of employment, the Office Assistant must reside on campus, in the building in which they are employed.

III. Essential Duties

A. Office Management

1. Fulfill 20 office hours per week, to be scheduled in consultation with supervisor
2. Provide basic customer service, including answering phones and greeting visitors to the office
3. Clean, organize, and maintain the physical office space
4. Run on-campus errands and manage student files, as needed
5. Communicate effectively with office Professional Staff and Student Leaders to ensure quality service
6. Inventory office supplies and notify Professional Staff when supplies need to be ordered
7. Create and maintain informational bulletin board for communicating Residential Life news and updates to resident students and conference guests
8. Other duties as assigned

B. Resource Rooms and Trunk Rooms

1. Inventory and maintain staff resource rooms and building trunk rooms in all four residence halls
2. Inform Professional Staff of supply needs in a timely fashion

C. Housing Assignments

1. Work with RMS database software to input and manage new student housing assignments
2. Data entry for new and returning student housing applications
3. Create and maintain complete student files

D. Special Projects

1. Special Projects will be determined and assigned as needed, and may include the following:
 - Updating Student Handbook and Residential Life Policies
 - Planning and facilitating training and staff development opportunities
 - Updating Residential Life Staff Manual
 - Developing and updating Residential Life forms and documentation
 - Other tasks to be determined

VI. Remuneration

1. Value of a single-occupancy room in Biever Hall for period of employment
2. \$1,250 stipend
3. Student leaders who willingly leave their positions or who are dismissed from the position for behavioral or performance reasons will be required to refund to the Department of Residential Life the value of the remaining housing and meal plan costs, based on time of vacancy of the position.
4. Remuneration is to be provided as a credit applied directly to the student's University account.