POSITION SUMMARY

This position will support the day-to-day operations of the Student Life Department. Required to support student life events and activities. Will perform clerical duties including coping, faxing, creating spreadsheets, setting up new database files, etc. Required to scan, mail, highlight action or important items, arrange in priority order, and attach relevant files or information for manager review. Will work with and assist diverse groups. Must provide high level information. May interact with a high volume of customers. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Set up learning environment (such as labs, classrooms, etc.)
11. Guided Tours
12. Event preparation and support
13. Collect and record data
14. Maintain knowledge of multiple programs
15. Prepare reports

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service skills
- Interpersonal skills
- Organizational skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication skills (written and/or oral)
- Analytical and problem solving skills
- Working knowledge of general office procedures and practices
- Ability to multi-task
USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing
- Stand for two hours or more