

Student Life & Activities Office Assistant – Student Life & Activities

Work Study Job Type:

Office Assistant

Reports to:

Mariceli Vargas

Duties and Tasks:

Overall duties and responsibilities include, but are not limited to, the following:

Sign in/out and maintain equipment in the Student Lounge

Assist with the preparations, printing, and distribution of the Bell Tower Buzz, a weekly publication to keep students, faculty, and employees informed of campus activities

Deliver emergency telephone messages to the student if needed

Answer/return phone calls and take messages as needed

Hand-carry distribution as needed by the Director of Student Life or the Office Specialist II

Assist with the short-term room reservation data entry

Required Skills/Experience:

Proficient in operating various office machines

Knowledge of record keeping

Proficient in Microsoft Office Programs

Additional Requirements:

Must be able to lift and carry 50lbs

Eligibility Specific Requirements:

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.