

# Morton Hall Dormitory Office Assistant – Student Success & Persistence

**Work Study Job Type:**

Office Assistant

**Reports to:**

Victoria Magee

**Duties and Tasks:**

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

Assist Resident Hall manager with any tasks relevant to the housing office

Assist with faxing, filing, and making copies of documents

Greet student residents and their guests, answer questions, and direct to the proper individuals

Provide Morton Hall tours for any prospective residents

Ensure that all student residents and their guests are in compliance with Morton Hall Dormitory policy regarding visitation

Sign in all guests of student residents

Sign for and receive mail

**Required Skills/Experience:**

Must have basic computer skills

Able to exercise tact and discretion

Strong interpersonal communication skills

**Additional Requirements:**

Must be able to sit for more than 3 hours at a time

Must be able to lift 45lbs

**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.