

2009 Summer Office Assistant Position Orientation & First-Year Programs Office

- # of Positions: 3
- Salary: \$8.50-\$8.75/hour, depending on experience
- Time Commitment: May 11-15: Approximately 6 hours of training this week.
- May 18-September 4: Our office is open between 7:30/8am and 4:30/6pm. Hours are split among 3 Office Assistants. Average is approximately 18 hours per week per Office Assistant.
- September 8-11: Approximately 9 hours this week.
- Responsibilities: The Office Assistant plays a crucial role in our office. Responsibilities of this position include:
- Receptionist
 - Receiving/Making phone calls
 - Responding to emails
 - Completing projects and tasks for staff
 - Information referral point for new students and their parents
 - General office upkeep
 - Other projects/tasks as assigned
- Qualifications: The ideal candidate:
- Demonstrates initiative
 - Is punctual, reliable and consistent
 - Is approachable, positive, friendly, and has a pro-active customer service philosophy
 - Multitasks and has strong organizational skills
 - Has a strong aptitude for retention of detailed information and can accurately explain this information to others
 - Enjoys working as part of a team, but is equally comfortable working independently