The Village Office Assistant
Job Description

Responsibilities

- Represent University Housing in an appropriate manner in terms of dress and behavior
- Provide administrative support to Housing staff as needed, including but not limited to answering phones, filing and other duties as assigned
- Communicate engagingly with large and small groups of students, parents and guests fully answering any questions or refer to appropriate office
- Answer phones and respond to office email
- Attend scheduled staff meetings and maintain communication with supervisor
- Maintain level of supplies and provide assistance in the computer lab
- Provide stellar customer service to housing residents and guests
- Assist residents in placing work orders
- Enter packages into tracking system
- Activate residents Bobcat cards and any other temporary swipe cards
- Lead tours of The Village facilities upon request
- Perform other duties as assigned

Requirements

- Minimum of a 2.3 cumulative GPA
- Available to work year round including summers and holiday breaks (winter break and spring break)
- 1 year experience living in on-campus housing in the residence halls or at The Village
- Must be in good standing with the Judicial Board and University Housing Student Conduct Process

Compensation / Supervision Received

Office Assistants are paid $7.25 per hour and on average, work at least 10 hours per week. In addition, Office Assistants are provided a staff shirt and name badge to wear when on duty. Supervision is provided by the Facilities Coordinator. Evaluations for Office Assistants will be conducted each semester.