



Description

A Central Campus Office Assistant is an individual who provides front desk office support and performs various marketing/communication tasks for University Housing and Residence Life.

An Office Assistant will work, on average, 15 hours per week. 10 of those hours will be performed in the University Housing office, located in Sanford Hall. The remaining 5 hours will be dedicated to "field time," which will consist of opening & preview days, tabling events, care package delivery and various other marketing promotions.

Requirements

- Strong communication skills
- Experience living on campus
- Evening and occasional weekend availability
- Minimum of a 2.5 GPA
- Good standing with the Judicial Board and University Housing student conduct process

Office Responsibilities

- Provide professional customer service to housing residents, their families, guests, and Georgia College staff
- Assist University Housing staff with administrative responsibilities
- Represent University Housing and Residence Life, as well as Georgia College, professionally in conduct and presentation
- Maintain communication with Housing staff and supervisors
- Attend staff meetings and training sessions
- Remain knowledgeable on all provided department information
- Track trends in the student housing market of Milledgeville

Field Responsibilities

- Lead engaging opening and preview day tours consisting of students and their families, answer questions with accuracy or with appropriate referral, and maintain tour room presentation
- Serve as the communications representative for an assigned residence hall, promoting events and distributing marketing materials
- Deliver packages to residents
- Perform tabling events
- Assist with department events including EB I Survey and contract renewal
- Other duties as assigned

Note: Preference will be shown to applicants who currently live on campus.