



University Housing

Description

A West Campus Office Assistant is an individual who provides front desk office support and completes various tasks for University Housing. An Office Assistant will work an average of 15 hours per week at The Village Office. Primary responsibilities include answering telephone calls, checking in mail and packages, and general office tasks.

Requirements

- Strong communication skills
- Must be available to work year round (Summer, all breaks including Winter break)
- Must be a Georgia College student

Responsibilities

- Provide stellar customer service to housing residents, families, guests and Georgia College staff
- Complete administrative tasks for The Village Office as needed, including but not limited to answering phones and filing
- Remain knowledgeable and up to date on all provided department information
- Attend scheduled staff meetings and maintain communication with Housing staff and supervisors
- Represent University Housing and Georgia College in an appropriate manner in terms of dress and behavior (both on and off duty)
- Communicate engagingly with large and small groups of students, parents and guests by leading tours and fully answering any questions or refer to appropriate office
- Check-in, sort, and check-out resident mail and packages
- Prepare check-out documents
- Perform other duties as assigned

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