



## **The Village Office Assistant Job Description**

### **Responsibilities**

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

### **Requirements**

- x Minimum of a 2.3 cumulative GPA
- x Available to work year round including summers and holiday breaks (winter break and spring break)
- x 1 year experience living in on-campus housing in the residence halls or at The Village
- x 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.