

Center for Multicultural Advancement and Student Success
Undergraduate Assistant Statement of Duties

CMASS Generalist and/or Administrative Services

TITLE: **Office Assistant, Administration, Publicity and Marketing**
AGENCY: Center for Multicultural Advancement and Student Success
SUPERVISOR: Kimberley Hickie, Office Manager

A. General Description: 10 Hour Work Study Position (Workstudy preferred):

The Office Assistant will work with the Office Manager to support the activities of the front office, provide satisfactory customer service and positive representation of CMASS. They will engage in answering phones, directing visitors, maintaining calendar of events, assisting staff with various projects and upholding the mission and vision of CMASS. Reappointment is dependent on department need, satisfactory performance evaluation, experience, academic standing and funding availability.

B. Required Duties:

1. Attend and engage in annual professional training
2. Attending Open Houses, and other dept wide events
3. Front end/computer lab administrative duties such as but not limited to: Phone services, greeting guests, organizing files, and other duties as assigned
4. Ensure users sign in upon entering the front office and enter first name, last name and email on database on daily basis.
5. Assist with managing calendar of events, scheduling via navigate, booking space, maintaining open spaces clean, and updating event boards.
6. Assist other areas of CMASS as needed.

C. Job Requirements

1. Undergraduate student in good academic standing and enrolled in a degree program.
2. Must have work-study
3. Able to work 10-hours a week and meet work requirements.
4. Experience maintaining accurate up-to-date records
5. Excellent oral and written communication skills, public speaking skills.
6. Competence with Microsoft Office, Excel, video/cameras, and social networking sites applications.
7. Experience working on outreach initiatives.
8. Ability to work independently.
9. Ability to work some nights and weekends.

D. Supervision Received

Report directly to Office Manager

Reports indirectly to the Associate Director of Student Development