Student Life Office Assistant Position

Description: Under general direction, this position provides assistance to the Office of Student Life. This individual will represent the Office of Student Life when answering phone calls and dealing with walk-in visitors and require courtesy and professionalism in all aspects.

Supervisor: Jeff Jackson, Director of Student Life

Position Duties:
- Answer office main phone line and forward all messages as needed.
- Use standard office equipment, make copies, fax or scan documents as needed.
- Some work may include filing, online research, assisting with preparation materials for presentations and editing of outgoing correspondence.
- Enhance a work environment built on the needs of students
- Student Life handles different types of questions and issues. Be prepared to help/assist in all types of problem solving, directing lost students in the right direction, helping overwhelmed students and making them feel comfortable visiting Student Life.
- Create and/or assist with different informative and fun events based on the student’s needs.
- Other duties as assigned.

Required or preferred qualifications:
- Excellent customer skills.
- Experience with PC software including Microsoft Office.
- Past office experience is not required but is desirable.

Working Area/Conditions: All shifts will be completed in the Student Life Office, 314L of the Medical School or locations on the main campus for special events.

Hours: Each position can work up to 19 hours per week. The hours are flexible, Monday through Friday 8am to 5pm with some evening hours for special events.

Compensation: $15/hour – work study only

Start Date: August 26, 2013

To be considered for this position, contact Ben Rivers at (210) 567-5220 or at riversw@uthscsa.edu

Must be eligible for and awarded work study funding.

5 positions available.

3 – Event planning positions along with general office duties.
1 – Marketing, communication and web site maintenance along with general office duties.
1 – Podcast Manager and Editor along with general office duties.

Applications will be taken until all positions have been filled.