

STUDENT OFFICE ASSISTANT

2018 Position Description

GENERAL STATEMENT

Office of Residential Life Student Office Assistants are integral components of the University's summer residence hall program as administered by the Office of Residential Life. Student Office Assistants assume responsibilities which underscore the important role of residential life in the educational experience of students at the University of Notre Dame.

A Student Office Assistant has contact with University students, faculty, staff, parents, and guests. They serve as liaisons and resource persons. Student Office Assistants are regarded as University representatives. Therefore, they should conduct themselves in an honest, conscientious, and professional manner. They are expected to support and personally abide by all University and Office of Residential Life policies as outlined in *du Lac* and to maintain complete confidentiality. In addition, Student Office Assistants are expected to support and promote the Catholic mission of the University.

QUALIFICATIONS

- Experience utilizing Microsoft Word, Excel, and PowerPoint. Must be familiar with email clients and the internet.
- Must be able to maintain confidentiality.
- Dependability is necessary, and excellent interpersonal, time management, and problem-solving skills are essential.
- Preference will be given to candidates who are available for the entire summer (May 9 – August 19) work assignment. This includes Commencement Week, the entire Summer Session, and interim periods. Appointment is for the length of service as outlined in the contract and may be adjusted through mutual consent.

SPECIFIC RESPONSIBILITIES

Student Office Assistants are responsible for answering telephones, assisting guests, entering data, delivering correspondence, and running errands. Student Office Assistants will also complete general office duties, tasks, and projects.

HOURS OF EMPLOYMENT

The Student Office Assistant position is intended to be a part-time, 20-30 hours per week position. The academic load of Student Office Assistants shall not interfere with responsibilities as outlined above and should not exceed two courses for the summer. Only with the advance permission of the Office of Residential Life can additional courses be added, including Thesis or Dissertation credits. Any additional employment by Student Office Assistants during their term of appointment must be approved in advance by the Office of Residential Life and must not interfere with regularly scheduled office hours. Student Office Assistants are permitted to only be employed a maximum of 40 hours per week at any combination of University jobs.

COMPENSATION

Student Office Assistants are paid \$8.08 per hour and are provided a standard room in a residence hall for the duration of their employment.