

STUDENT OFFICE ASSISTANT

Position Description

GENERAL STATEMENT

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

Because Student Office Assistants have contact with University students, prospective 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 regulations and policies as outlined in *du Lac* and to maintain complete confidentiality.

QUALIFICATIONS

- Experience utilizing MS Word, Excel, Google Docs/Sheets, and PowerPoint.
- Must be able to maintain confidentiality.
- Dependability is necessary and excellent interpersonal, time management, and problem-solving skills are essential.

SPECIFIC RESPONSIBILITIES

Student Office Assistants are responsible for answering telephones, assisting with walk-in guests, completing data-entry, and running errands as assigned. Student Office Assistants will also complete general office duties, tasks and special projects.

SUPERVISION

Student Office Assistants report to the Office of Residential Life staff member responsible for coordinating student staff. The Student Office Assistant will check-in with their supervisor on a daily basis to be assigned daily tasks and special projects. Due to the nature of the Office of Residential Life, the Student Office Assistant will have interaction with office staff on a regular basis and should be prepared to work collaboratively within the office.

HOURS OF EMPLOYMENT

The Student Office Assistant position is intended to be part-time, generally 8 to 20 hours per week. Student Office Assistants are permitted to only be employed a maximum of 20 hours per week at any combination of University jobs during the academic year.

COMPENSATION

Basic pay for Student Office Assistants can be found [here](#).

APPLICATION

To apply, please email resume to ResidentialLife@nd.edu.