



Student Involvement

STUDENT OFFICE ASSISTANT

DEFINITION:

The Office Assistant performs general office duties and provides clerical support for Student Involvement programs and events.

KNOWLEDGE AND ABILITIES:

Knowledge of correct English grammar, spelling and punctuation for use in basic written communication. General knowledge of basic office procedures and practices. Ability to implement general office procedures and the operation of office equipment, such as computers, copiers and fax machine; ability to file, type at the rate of 40 wpm; ability to answer routine questions on the telephone and in person. Experience with using Microsoft programs (i.e., Word, Excel, Powerpoint, Publisher, etc.).

EXPERIENCE:

Equivalent to one year of experience in general office clerical work.

DUTIES:

Answer phones, provide customer service to walk-in clients, make reservations for USU facilities, classrooms and campus outdoor areas for student organizations, campus departments and programs, and off-campus entities, run daily and weekly reports of room set-up/equipment needs for the custodial crew for USU facilities and outdoor areas, make copies; and other duties as assigned.

SALARY:

\$10 per hour at 20 hours per week.