

## **Job Description**

### **Student Worker in the President's Office**

**Department:** Administration/President's Office

**Summary:** Under the direction of the Executive Assistant to the President, the Student Worker provides administrative and secretarial support to the President's Office.

**Essential Functions/Responsibilities:**

- Maintains confidentiality of the President's Office
- Provides administrative, secretarial, and clerical assistance including daily mail pick up
- Updates sports schedules on the calendar
- Greets guests that enter Socquet House
- Answers telephone promptly and courteously
- Drafts correspondence and various letters and memoranda as instructed
- Prepares required files as needed
- Helps maintain an in-office and electronic filing system
- Keeps copier and kitchen areas stocked and neat
- Assists in inventory and ordering of supplies

**Qualifications and Experience:**

- Minimum 1-year office experience
- Strong interpersonal and communication skills
- Microsoft Office: Word, Excel, PowerPoint, Publisher, Outlook Calendar
- Database management skills helpful
- Ability to coordinate and organize meetings and/or special events as needed