

Office Assistant
Administration Office



<p>Job Description</p>	<p>Under the supervision of the Executive Assistant and Carolina Union Director, the Office Assistant role supports the Administration Office of the Carolina Union. The Office Assistant is positioned as an Office Manager by providing office support and guidance to Union staff and guests, overseeing business operations, supporting departmental programs, and working on special projects for the Director. Students must be able to work within regularly scheduled office hours (8:00am-5:30pm) 12-15hrs a week, with a minimum of four shifts a week.</p>
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Greet guests, receive incoming calls, and provide general wayfinding information to patrons • Responsible for Check In/Check Out of Union van, service permit parking pass, conference room, and mail • Receive incoming calls for the the Director and the Union and being able to address general Union inquires • Maintain office resources, cleanliness of the suite, and storage organization • Process purchase forms, manage the Admin budget sheet, purchase supplies, and arrange catering services • Complete projects of a confidential nature which require attention to detail and timely completion • <i>Other duties as assigned</i>
<p>Requirements</p>	<p>Required</p> <ul style="list-style-type: none"> • Excellent management, organizational, interpersonal, and oral/written communication • Dedication and commitment to the position • Communication with supervisor(s), regardless of the time of year or your days off • Ability to make fast, intelligent decisions based on established policies; and able to make appropriate adjustments as situations arise or change <p>Preferred</p> <ul style="list-style-type: none"> • Knowledge of the Carolina Union staff, events/programs, guidelines, procedures, and building layout • Confidence working in a fast-paced environment while effectively juggling multiple competing tasks and demands
<p>Learning Goals & Competency Development</p>	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Understand common office software, in addition to digital organization and communicational skills (i.e. Drop Box, Paper, Email) • Enhance problem solving skills, resourcefulness, and professional etiquette • Connect transferrable skills gained through this role to professional goals
<p>JobX LEARNING OUTCOMES</p>	<p>Communication; Collaboration & Leadership; Creativity & Problem Solving; Global Perspectives</p>
<p>Available Openings</p>	<p>4</p>

Hours	8-10 hours per week
Hourly Rate	\$9.50
Time Frame	Academic Year 2019-2020
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