

Carolina Union Administration Office Assistant

Office of Administration, Carolina Union

JOB DESCRIPTION:

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 provides clerical oversight, office support and guidance to customers, while supporting departmental programs, and working on special projects. Students must be able to work within regularly scheduled office hours (8:00am-5:00pm) during all Summer Sessions, 15-20hrs a week. This is a Summer Position only, but if additional hiring is needed in the Fall Semester, the Summer Assistant would be elected first, depending on an excellent post-summer evaluation.

Grade 3, Step 1 (10-15 hours/week; must have availability a minimum of 4 days/week)

RESPONSIBILITIES	<ul style="list-style-type: none"> • Greet guests, answer telephones and provide general wayfinding information to patrons • Responsible for Check In/Check Out of Administration Office van, parking pass, conference room, and mail • Answer phone for the Carolina Union Director and Carolina Union inquires • Maintain resources for office areas including hospitality station and copy machine • Receive, sort, and deliver mail the Carolina Union • Complete projects of a confidential nature which require attention to detail and timely completion • Other duties as assigned
INTENDED LEARNING OUTCOMES	<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
REQUIREMENTS	<ul style="list-style-type: none"> • Excellent management, organizational, interpersonal, and oral/written/presentation skills • Ability to make fast, intelligent decisions based on established policies; and able to make appropriate adjustments as situations arise or change • Confidence working in a fast-paced environment with demonstrated capability to juggle multiple competing tasks and demands • Comfortable managing an office independently • Knowledge of Carolina Union guidelines and procedures • Dedication and commitment to the position • Communicate with your supervisor(s) when communicated to, regardless of the time of year or your days off
CEIA COMPETENCIES	<ul style="list-style-type: none"> • Communication • Critical Thinking • Self-Awareness