

Office Assistant
Business Office



Job Description	The Carolina Union Business Office supports student organizations and departments within the Union by providing outstanding financial services at a high level of integrity, honesty, and professional ethics. The Office Assistant will provide administrative and special project support to the Business Office. This position will also provide customer service to internal and external stakeholders.
Specific Duties & Responsibilities	<ul style="list-style-type: none"> • Create a positive customer experience by providing administrative support including, greeting guests, managing phone calls, and other clerical duties • Provide guidance to internal and external stakeholders on Business Office processes and procedures • Receive payments and deposits from internal and external stakeholders • Assist with updating the various documents, including logs and tracking sheets • Assist with filing and general administrative tasks • Other duties as assigned
Requirements & Qualifications	<p>Required</p> <ul style="list-style-type: none"> • No previous experience required • Demonstrated ability to successfully interact with internal and external stakeholders, both verbally and in writing • Demonstrated ability to follow instructions from managers and adapt to feedback from clients • Demonstrated ability to complete tasks in a fast-paced environment • Demonstrative ability to take initiative and propose improvements to processes • Must be able to work flexibly and develop a positive office environment through cooperation and collaboration • Proficient in Microsoft Office Suite (excel, word, outlook) • Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds <p>Preferred</p> <ul style="list-style-type: none"> • Previous experience working in an office setting or in an administrative role
Learning Goals & Competency Development	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Identify different communication styles • Create and apply creative problem-solving skills • Demonstrate a commitment to protecting the privacy of sensitive information
JobX LEARNING OUTCOMES (FWS Positions Only)	Communication; Professionalism & Work Ethic; Team Work; Critical Thinking.
Available Openings	5
Hours	Monday – Friday 8:00am – 5:00pm (10-12 hours per week)
Hourly Rate	\$8.80

Time Frame	Academic Year 2019-2020
Contact Name	Yolanda Jefferson; Hala Hanna
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