

Office Assistant
Fraternity & Sorority Life



<p>Job Description</p>	<p>The Student Assistant will provide administrative support within the Office of Fraternity and Sorority Life. Must be able to work flexibly and develop a positive office environment through cooperation and collaboration. The student will receive uniforms and will be able to participate in employment developing activities at the Carolina Union.</p>
<p>Specific Duties & Responsibilities</p>	<ul style="list-style-type: none"> • Greet guests, answer telephones and provide general wayfinding information to patrons • Answer phone for the Fraternity and Sorority Life staff and office inquires. Be a resource for students, faculty, staff, and families regarding the office and the overall Fraternity and Sorority Life community at UNC • Oversee Fraternity and Sorority Life social media accounts • Assist in the planning and implementation of small and large-scale awareness and programming initiatives • Complete projects of a confidential nature which require attention to detail and timely completion • Maintain a clean and welcoming work station and reception area • Attend all position-specific and Union wide student staff trainings • Other duties as assigned
<p>Requirements & Qualifications</p>	<p>Required:</p> <ul style="list-style-type: none"> • No previous experience required • Demonstrated ability to successfully interact with the public • A friendly presence and helpful attitude <p>Preferred:</p> <ul style="list-style-type: none"> • Some experience and knowledge of fraternity and sorority life - additional training on-site will be provided • Ability to provide support over the phone and through email • Ability to complete assignments and meet deadlines in a fast-paced environment • Ability to make fast, intelligent decisions based on established policies • Ability to make appropriate adjustments as situations arise or change • Excellent time management, organization skills, and interpersonal skills • Ability to maintain confidentiality (FERPA Training will be required) • Comfortability serving as part of a diverse team that includes people with varying beliefs and backgrounds • Proficiency in Microsoft Office, specifically Microsoft Excel • Knowledge of Carolina Union guidelines and procedures.
<p>Learning Goals & Competency Development</p>	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Identify information necessary for addressing an issue or task • Successfully utilize office software, including digital organization and digital communication tools (i.e. Drop Box, Excel, and Email) • Establish mutually beneficial relationships with students, staff, and university partners

JobX LEARNING OUTCOMES	Communication; Professionalism & Work Ethic; Teamwork; Creativity & Problem Solving; Technical Application
Available Openings	5
Hours	10-15 hours/week; must have availability a minimum of three days/week. Must be available to work nights and weekends (depending on large-scale events).
Hourly Rate	\$8.80
Time Frame	Academic Year 2019-2020
Contact Name	Cassie Thomas / Ion Outterbridge
Contact Email	chughest@email.unc.edu / vion@email.unc.edu
Work Location	Carolina Union Fraternity and Sorority Life Office, Suite 3508
Phone	(919) 962-9751 / (919) 962-4320