

Office Assistant
Student Life & Leadership



<p>Job Description</p>	<p>Under the supervision of the Student Activities Program Coordinator, the Student Life & Leadership (SLL) Office Assistant position supports the Office of Student Life and Leadership to further the mission of the Student Life & Leadership, the Carolina Union Activities Board, The Graduate and Professional Student Government and the Undergraduate Student Government. The Office Assistants provide administrative support, programmatic support, project design, guidance to students, customer service-oriented work, and special projects.</p>
<p>Specific Duties & Responsibilities</p>	<ul style="list-style-type: none"> • Provide customer service to all persons visiting the front desk, serving as a resource for assigned Carolina Union area • Execute assigned tasks including, but not limited to, researching, posting and distributing fliers, student organizations finances and clerical tasks • Provide administrative assistance to assigned Carolina Union area • Communicate roles and functions of SLL, Student Organizations, Leadership Development, Student Government, and Carolina Union Activities Board to those inquiring • Maintain a clean and welcoming work station and reception area • Answer phone calls to assigned Carolina Union area and be able to communicate requested information or connect the caller to a staff member and/or program area officer who can • Attend all position-specific and Union wide student staff trainings and meetings • 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 • Ability to relate successfully with students representing a wide variety of backgrounds and interests • Knowledge and adherence to the Carolina Union guidelines and procedures <p>Preferred:</p> <ul style="list-style-type: none"> • Management and organizational skills, specifically related to project management • Ability to make proactive, intelligent decisions based on established policies; ability to make appropriate adjustments as situations arise or change • Ability to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands • Excellence in organizational, interpersonal, and oral/written/presentation skills
<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 • Use logical reasoning to develop verbal/written responses to clients, staff, and peers • Recognize opportunities for new ideas or approaches within the workplace

JobX LEARNING OUTCOMES <i>(FWS Positions Only)</i>	Communication; Professionalism & Work Ethic; Team Work; Career Management
Available Openings	10
Hours	Monday – Friday 9:00am – 6:00pm (10 - 12 hours per week)
Hourly Rate	\$8.80
Time Frame	Academic Year 2019-2020
Contact Name	Sarah Levine; Lee Roberts
Contact Email	levinese@email.unc.edu ; LeeRob@email.unc.edu ;
Work Location	Carolina Union Student Life & Leadership, Suite 2501
Phone	919-962-2466; 919-962-3099