

Student Life & Leadership Office Assistant

Student Life & Leadership, Carolina Union

JOB DESCRIPTION:

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. Hours 9:00am-6:00pm.

Grade 2, Step 1 (8-10 hours/week)

<p>RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Provide customer service to all persons visiting the front desk and assist in navigating both the Carolina Union & the University • Serve as a resource for assigned program area; Carolina Union Activities Board or Student Government • Serve as project coordinators for assigned tasks including but not limited to; Research, flier distribution, event support, large scale programming, clerical tasks, etc. • Provide administrative assistance to assigned program area • Maintain a clean and welcoming work station and reception area • Answer phone calls to assigned area and be able to communicate requested info 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 • Other duties as assigned
<p>INTENDED LEARNING OUTCOMES</p>	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Comprehend and perform basic clerical and administrative functions for their assigned area • Develop and implement projects in a collaborative environment • Cultivate interpersonal skills between students, staff, and university partners
<p>REQUIREMENTS</p>	<ul style="list-style-type: none"> • Management and organizational skills, as well as the ability to relate successfully with students representing a wide variety of backgrounds and interests • Ability to make fast, 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 organizational, interpersonal, and oral/written/presentation skills. • Knowledge of Carolina Union guidelines and procedures
<p>CEIA COMPETENCIES</p>	<ul style="list-style-type: none"> • Communication • Critical Thinking • Interpersonal Development