

Student Office Assistant

Student Activities Fund Office, Carolina Union

JOB DESCRIPTION:

Under the supervision of the Cash & Payroll Manager, the Office Assistant role supports the Student Activities Fund Office of the Carolina Union. The SAFO Office Assistant provides clerical oversight, office support; financial programs support and works on special projects as needed. Office Assistant will be customer-facing and interact with clients of the SAFO office regularly. Students must be able to work regularly scheduled office hours (8:00am-5:00pm) and evening and weekend hours as needed.

Grade 3, Step 1 (8-10 hours/week; must have availability a minimum of 3 days /week)

RESPONSIBILITIES	<ul style="list-style-type: none"> • Greet guests, answer telephones and provide general wayfinding information to patrons • Maintains resources for office areas • 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 the basics of accounting • Enhance creative problem-solving skills through day-to-day troubleshooting • Connect transferrable skills gained through this role to professional career goals
REQUIREMENTS	<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 financial 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 • Excellent organizational, interpersonal, and oral/written/presentation skills. • Proficient in MS Word/Excel/Outlook and Google
EIA COMPETENCIES	<ul style="list-style-type: none"> • Communication • Critical Thinking • Integrity