**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)

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<tr>
<th>RESPONSIBILITIES</th>
<th>As a result of employment in this position, students will:</th>
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| • 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 | • 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 |

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<th>INTENDED LEARNING OUTCOMES</th>
<th>REQUIREMENTS</th>
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| • 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 | • Communication  
• Critical Thinking  
• Integrity |

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