

## JOB DESCRIPTION - DIRECTOR'S OFFICE ASSISTANT

**JOB SUMMARY:** The Student Office Assistant will offer assistance/support to the Union Office Assistant, and the Scheduling/Office Manager. This includes administrative and clerical tasks. This position requires excellent communication skills due to daily contacts within the VU community and beyond. This position requires quick thinking, and the ability to work independently, as well as a member of the Union Office team.

**SUPERVISION:** This position reports directly to the Union Office Assistant and the Union Scheduling Manager.

**HOURS:** 10-12 hours per week, days; flexible. Lunchtime availability a plus.

### QUALIFICATIONS:

1. Computer knowledge in operating basic window-based programs, such as Word, Excel, Publisher. General computer skills are needed to quickly learn new programs as they are introduced.
2. Above average telephone skills are required. Excellent interpersonal skills and above average customer service skills will be essential, due to the variety of populations served.
3. Previous skills on copiers, fax machines, or a duplicating machine would be helpful.
4. Above average driving skills for training/certification on use of the Volunteer Services Van. This is necessary in running errands across campus as needed.
5. Maintain both a cumulative and semester minimum G.P.A of 2.0

### RESPONSIBILITIES:

1. General clerical/office assistance; specifically filing, copying, and distribution of mailings.
2. Basic cash register skills. May be needed to cover the InfoDesk for brief periods of time as needed.
3. Prioritizing daily work. During the academic year, this is a fast-paced office. Will need to handle multiple tasks, as well as dealing with unexpected tasks as they arise.
4. Attending all training and scheduled meetings as they pertain to this position.
5. Assist with special projects as requested by the Office Assistant, Scheduling/Office Manager, Assistant Director, or the Director.

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