

# **Housing & Residence Life Office Assistant Job Description**

*(1 position)*

## **GENERAL INFORMATION:**

The Housing & Residence Life Office Assistant will report directly to and work with the Administrative Assistant in Estridge Commons. This employee will be asked to provide support with various tasks throughout the summer. **Potential candidates for the position must be available for part-time work (at least 20 hours per week) beginning Monday, May 11 through Friday, August 14.** Candidates must have flexible schedules.

## **SPECIFIC DUTIES:**

1. Be on time.
2. Answer the main Housing & Residence Life phone line.
3. Transfer calls to the appropriate staff member.
4. Greet and assist walk-in students and visitors.
5. Notify staff when appointments arrive.
6. Assist with projects and mailings.
7. Complete maintenance request forms from camps/conference attendees and inform students of the on-line maintenance request process.
8. Stocking the copier with paper.
9. Provide information to incoming freshmen and parents.
10. Perform other duties as assigned by the Administrative Assistant.

## **COMPENSATION:**

The pay rate for a Housing Office Assistant is \$7.25 per hour. Housing is provided.