



# STUDENT EMPLOYMENT OPPORTUNITY

**Posting Date:** April 15, 2014  
**Department:** Student Services  
**Position:** Office Assistant (starting Fall 2014)  
**Supervisor:** Student Services Office Manager, Dean of Student Services  
**Hours per Week:** 6  
**# of Jobs Available:** 1

## **Job Description:**

Mission: To provide administrative assistance and front desk support for the Student Services Department in a positive, Christ-honoring manner

### Administrative Support for Student Services Front Desk:

- Receive, respond, and direct department communications including visitors, incoming calls, mail, and email as needed to assist the Office Manager
- Provide a friendly and welcoming atmosphere as well as excellent customer service
- Provide directional recommendations and accurate answers to questions and needs
- Assess the concern and urgency of student appointment requests and respond appropriately
- Make appointments for the Academic Support Center Tutors, the Counseling Center, and occasionally the Dean of Student Services, Area Coordinators, and Assistant Director for Housing & Academic Support
- Assist Office Manager and department personnel in various events and projects
- Maintain a log during each shift to document services provided and any follow up needed by the Office Manager
- Other duties as assigned by Office Manager and/or Dean of Student Services

## **Experience & Skills Needed:**

- Impeccable written and verbal communication skills
- Demonstrated excellence in providing superior customer service
- Demonstrated organizational skills and ability to multi-task
- Ability to maintain confidentiality and sound judgment with student issues
- Knowledge of computer keyboard and software applications: Windows 7, Microsoft Word, Microsoft Excel, and Microsoft Outlook

Hours: Monday-Thursday, 4:30-6:00pm

**To Apply:**

Complete the Student Employment Application online at [www.multnomah.edu/student-employment](http://www.multnomah.edu/student-employment) or grab one from the HR office in Sutcliffe. Turn in the application directly to the hiring supervisor. They will contact you to set up an interview if you are selected. Please submit a 1-page resume and list of 3 references along with the Student Employment Application directly to the Student Services office.

**If you have questions regarding this position please contact:** Martha Byrne, Student Services Office Manager

**Email:** [mbyrne@multnomah.edu](mailto:mbyrne@multnomah.edu)