

Williams Honors College Student Assistant Job Description

<https://app.joinhandshake.com/emp/jobs/5799945/details>

This is a federal work-study job. Please verify that you are eligible for federal work-study prior to applying. We are seeking students who also have late afternoon availability (until 5:00pm).

Responsibilities:

- Responsible for greeting and assisting students and visitors to the office and answering office phone.
- Assist department administrative assistant, Williams Honors College staff and faculty.
- Operate office equipment – copier, scanner, printers, and fax. Run errands on campus.
- Use the computer to format lists
- Assist staff with daily operations and/or special events
- General office duties, including filing, faxing, copying, scanning/organizing documents; taking messages, picking up and dropping off mail, and office cleaning
- Periodic event prep such as event site setup requiring light lifting, moving chairs, and tables on wheels, frequent bending, and standing/sitting for extended periods
- Other duties as assigned

Qualifications or Requirements:

- Federal work-study eligible
- Late afternoon availability
- Provide an updated professional resume
- Provide most current semester schedule to plan work hours and schedule
- Self-motivated, reliable, and punctual
- Pleasant and effective communication skills
- Detail-oriented with willingness to learn
- Willing and able to work independently and with others
- Provide first class customer service
- General computer skills with experience with Microsoft Outlook, Word and Excel
- Organization skills with ability to manage multiple responsibilities
- Professional demeanor
- Dependable

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