

Office



ASSISTANT

The department of Housing & Residence Life employs several students each year to work in the central housing office as office assistants. Office assistants are responsible for keeping up with the daily activity in the central office.

Supervised by the secretary, office assistants provide help with answering phones and directing calls to appropriate staff or answering the questions themselves. They also respond to students and others who come to the office for information or assistance. General office duties may include typing, filing, delivering files or other mail to offices on campus, making copies, stamping posters for posting approval, mailings, and other tasks that can be assigned by the secretary, the director of Housing & Residence Life, the director for Residential Programs & Staff, the assistant director for Operations, or the resident directors of the buildings.

Familiarity with computers and willingness to learn new systems is highly encouraged. Naturally, office assistants also come into possession of confidential information, and are expected to maintain a high level of protection over confidential information.