

# Office Assistant

**Job Description** The Social Marketing Team, a program area of Student and Community Involvement is looking for an Office Assistant. We are looking for a detail-oriented undergraduate student who is self-motivated and reliable. Ability to multi-task and data entry skills are a plus. Applicant must be proficient in Microsoft Office - Word, Excel, PowerPoint, Outlook.

## Job Duties

- Downloads and responds to Photography Requests in BobcatConnect
- Makes copies
- Work with sensitive data
- Creates calendar events and attaches documents
- Gathers and inputs data to track performance and assessments
- Meets with clients to determine graphic design and photography needs
- Submits graphic design and photography requests for directors

**Work Schedule** The Office Assistant will work approximately 6 hours/week including MANDATORY attendance at Social Marketing team staff training August 22-26th, 2016. Work schedules will be determined at the beginning of the semester based upon classes.

**Pay** **\$8.75/Hour**

**Work Environment** Office Assistants will work in the Social Marketing Team Office in Lane University Center 231 on one of four Mac computers utilizing the following software: Microsoft Office - Word, Excel, Powerpoint and Outlook and Carousel. The attire is business casual which includes a Social Marketing Team polo.

**Education** Applicants for this position are expected to have at least a score of 4 or better on the Writing Placement Test or received at least a B in ENGL101 or demonstrated writing skills. MANDATORY attendance at Social Marketing team staff training August 22-26th, 2016.

## Learning Outcomes

- Student employees will be able to submit and respond to requests in BobcatConnect in a professional and courteous manner.
- Students will be able to communicate with clients as well as the Social Marketing Team.
- Students will be able to use the copier to email, copy or print.
- Students will log copies on copier sheet
- Students will gather data from the back-end of our social media accounts and keep a monthly report.
- Students will meet or contact directors to gather requests.
- Students will be able to use Outlook calendar proficiently.