SUMMER OFFICE ASSISTANT JOB DESCRIPTION

Office of New Student and Family Programs
103 Preska Residence Community

Title: Summer Office Assistant

Brief Position Description: The Office New Student and Family Programs employs undergraduate students who are committed to assisting new and transfer students with the transition to Minnesota State University, Mankato. The person in this position will provide office assistance for the Office of New Student and Family Programs.

Supervisors: Office Manager, Assistant Director for Orientation Programs

Benefits & Compensation:
• Compensation for the position will be $8.00/hour, approximately 12-15 hours per week for approximately 12 weeks.
• Work hours are flexible and will be scheduled around class schedules.

Minimum Qualifications:
• Cumulative GPA of 2.0 or higher
• Strong written and verbal communication skills
• Strong organizational skills
• Experience working with a variety of people and skill levels
• Ability to work with others
• Flexible work schedule

Preferred Characteristics:
• Understanding of basic academic requirements/policies (general education, academic good-standing, etc.).
• Competence with computers and the University registration process.
• Knowledge of Minnesota State University, Mankato and its resources for students and parents.

Responsibilities:
• Provide assistance in the Office of New Student and Family Programs. Specific responsibilities may include answering telephone calls, preparing orientation mailings, preparing orientation program materials, photocopying, answering general questions, scheduling appointments, data entry and general office related duties.
• Attend all scheduled staff meetings or training programs.

Expectations
• All student employees must be enrolled for at least one credit hour during the summer in order to hold an employment position on campus.
• Staff members must maintain a good academic and disciplinary standing.
• Position hours are available from May through August 2015 (May 13 – July 22 and August 10 – 21).

Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity Institution.
It does not discriminate in its employment, admissions, or related service programs.

Summer 2015 Office Assistant Duty Dates:

The Summer Office Assistant completes duties in the office throughout during regular office hours from May 13-July 22 and August 10-21 (possible for limited hours during July 23-August 9 timeframe). This position works as needed and specific hours and dates will be scheduled after hire with the Office Manager.