

Student Life Assistant

Reports To:

The Student Life Assistant reports to the Director of Student Life.

Job Overview:

The Student Life Assistant plays an integral role in the smooth operation of the Office of Student Life. The Student Life Assistant helps to manage student-focused services on behalf of the University. The Student Life Assistant also assists with the day-to-day functioning of the Office through clerical support.

Responsibilities and Duties:

- Oversee the usage of the Food Bank, assisting students with registering and checking in and organizing and monitoring stocks.
- Assist the department, including Residential Life, with clerical work such as copies, phone calls, Excel spreadsheet management, and on-campus errands.
- Greet students, faculty, staff, and guests that visit the Student Life House and be available for questions, directions, etc.
- Ensure the overall maintenance and cleanliness of Student Life spaces, including Student Union Building, outdoor courts, and common spaces within the Student Life House.

Qualifications:

- Interest in graphic design and social media management. Experience in these areas is preferred but not required.
- Basic knowledge of Microsoft Excel and a willingness to learn more in this program.
- Be friendly and personable, able to represent the College and the department well, and willing to answer phones and greet guests.
- Be organized and able to organize systems, i.e. the Food Bank storage system, Residential Life records, etc.
- Ability to maintain confidentiality, as they will occasionally handle sensitive information about peers.
- Ability to work from home Sunday evenings, as well as in-office work on Mondays and Wednesdays.
- All education and physical ability levels are welcome, though the position requires climbing stairs, lifting light boxes, etc.