

## STUDENT LABOR POSITION DESCRIPTION

### Alumni Relations

Most Recently Updated 7/01/06

Position Title: **Office Assistant** (10 hours)

- I. Grade Level: 1-4
- II. Description:
  - a. The following are the essential duties for Office Assistant in Alumni Relations:
    1. Work closely with the Student Office Manager with numerous clerical and office duties
    2. Work with our data base – Banner – on various projects
    3. Event registrations
    4. Finding inaugural representatives from alumni
    5. Handling alumni requests via e-mail, mail, and in person
    6. Office supply inventory check-list
  - b. The following are possible additional duties for this position:
    1. General typing
    2. Mail runs
    3. Errands
    4. Special Projects
    5. Envelope stuffing for bulk mailings
    6. Oversea Mailing of College Magazine
    7. Answering phones
    8. Greeting alumni and guests
    9. Data base look ups
    10. Work as team to clean office
    11. Work at events
- III. Learning Opportunities:
  - A. General office procedures
  - B. Timelines
  - C. Teamwork
  - D. Learning a data base system
  - E. Contacts with other alumni
  - F. Experience with office software
- IV. Basic Qualifications:
  - A. General: Dependable, responsible with respect for confidentiality
  - B. Skill: Able to complete routine work, general office and computer knowledge (Word, Excel, Powerpoint, Outlook)

- C. Physical: No set requirements
- D. Academic: Good working knowledge of English language and usage

V. Desirable Qualifications:

- A. Organizational skills
- B. Initiative
- C. Attention to detail
- D. Ability to work well with others
- E. Ability to work well with the public
- F. Willingness to learn
- G. Teamwork

VI. Narrative Summary:

Assists in the smooth running of the Alumni Relations office by filing, handling alumni requests, registrations, special projects, and numerous other duties involved.