POSITION ANNOUNCEMENT

TITLE: CAMPUS DINING STUDENT ASSISTANT
DEPARTMENT: ASC CAMPUS DINING
REPORTS TO: CATERING MANAGER
HOURS: PART-TIME (20 HOURS PER WEEK)
SALARY RANGE: $9.00 - $11.00/PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Responsible for providing high-level organizational support, managing calendars, scheduling meetings/appointments, answering phone calls, and handling other administrative tasks. The ideal candidate will be extremely organized, detail-oriented and comfortable working in a fast-paced environment. The ideal candidate will attribute excellent logistical, planning and organizational skills with a strong attention to detail. They also must be able to prioritize quickly and have the ability for foresee needs for planning purposes.

ESSENTIAL FUNCTIONS:
• Provide organizational support to management and team
• Maintain front desk reception area; Welcomes/helps visitors, in person or by telephone; answering or referring inquiries.
• Open and distribute incoming U.S. mail and campus mail.
• Assist in filing documents for Campus Dining department.
• Proficient in applications in Microsoft Office Outlook, Word and Excel, PowerPoint;
• Other duties and special projects as assigned.

QUALIFICATIONS:
• Clerical experience.
• Relevant education or experience to perform quality administrative support.
• Detail-oriented and very organized;
• Self-initiative team player with strong and positive (verbal and written) communication skills.
• Ability to learn new programs or tasks needed with little supervision.
• Expert knowledge of Word, Excel, PowerPoint, Outlook and internet research
• Experience in filing, organizing materials, creating and maintaining files.
• Professional telephones skills.

EDUCATION:
High School Diploma. Some College.

PHYSICAL DEMANDS:
Lifting of up to 35lbs; periodic bending; long-term periods of sitting; Working with calculators and multi-line telephone system and long term periods operating a computer.