Title: Dean’s Office 1
Pay Rate: Entry Level

**General Description:** Office student assistant to help with office work, cleaning/organizing and other tasks related to the Dean’s Office.

**Duties and Responsibilities:**
1. General office duties such as labeling and folding mailings, sorting, filing and running errands
2. Receptionist duties such as answering Dean’s Office telephone and taking messages
3. Occasional use of Microsoft Word
4. Helping with setting up chairs and tables for events
5. Housekeeping duties such as organizing cabinets, light dusting, watering plants, etc.

**Required Qualifications:**
1. Dependable
2. Good verbal and written communication skills
3. Able to take accurate telephone messages
4. Willing to do a variety of the above tasks

**Preferred Qualifications:**
1. Work-study
2. Knowledge of Microsoft Word
3. Pleasant