



JOB CODE: SA/OA01

Job Description

Job Title: Office Assistant
FLSA Status: Non-Exempt – Part Time
Grade: N/A – Student Employment
Department: Gillette College Foundation
Reports to: Executor Director of GC Foundation

Job Summary

The Foundation Office Assistant provides clerical support to the Executive Director, as well as the Administrative Coordinator.

Essential Duties and Responsibilities

- The student will assist with mailings and copying.
- Assemble reports and board packets.
- Assists at events.
- Other duties as assigned.

Knowledge, Skills, and Abilities Required by the Position

- Knowledge of the Family Educational Rights and Privacy Act (FERPA)
- Knowledge of the College's Policies, Procedures, and Student Code of Conduct
- Ability to work well with others as part of a collaborative team
- Excellent communication skills, both verbal and written
- Possesses creativity and the ability to propose and initiate new ideas
- The ability to be flexible, prioritize activities and manage multiple tasks efficiently
- Basic computer skills and a familiarity with Microsoft Word, Microsoft Publisher, and Microsoft Excel.

Working Conditions/Physical Requirements

- Office working conditions - moderate periods of sitting and standing
- Some lifting may be required

Supervisory and Management Responsibility

- None

Minimum Qualifications

- Good Conduct and Academic Standing with the college
- Gillette College Student currently enrolled
- Cumulative GPA is 2.0 or greater

Equal Opportunity and Affirmative Action Employer

HOW TO APPLY: Visit www.GilletteCollege.org or email your GCCD application to Dsanders@gillettecollege.org

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