



JOB CODE: SA/OA01

Job Description

Job Title: Office Assistant
FLSA Status: Non-Exempt – Part Time
Grade: N/A – Student Employment
Department: Campus Life and Housing
Reports to: Assistant Director of Campus Life and Housing

Job Summary

The Campus Life & Housing Office Assistant helps and assists with coordinating, assigning, and managing projects within the office. The Office Assistant will also answer phones, greet, and answer questions for students, visitors, and any other persons interested in on-campus housing.

Essential Duties and Responsibilities

- Be visible and available during office hours to students and other visitors
- Develop policies and procedures for activities in the office
- Work with other student staff (RAs and other Office Assistants) to coordinate/assign/manage projects and answer questions
- Attend regular scheduled office hours and communicate with the staff in the office on a regular basis
- Participate in the recruitment, selection, and training of future office assistants
- 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
- Interest in student leadership
- 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
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HOW TO APPLY:

Email the GCCD application (found online at <https://gillettecollege.org/about/careers>) to tgardner@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

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