



Student Employment JOB DESCRIPTION 2024-2025

Position Title: Office Assistant	Department: Gillette College Foundation
Hiring Supervisor: Amanda Hauck	Location: Main Building Rm#110
Beginning Date: February 1, 2025	Ending Date: May 8, 2025
Average Hours Per Week: part-time	Hourly Wage: \$9.50
Positions Available: 1	

Job Summary: Provide general office support to the Gillette College Foundation and assist and support Foundation sponsored events. This is an opportunity for students to learn new skills, gain experience and enhance their Gillette College student experience.

Education, Qualifications, Licenses, Certifications, Registrations:

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

Job Specifications, Knowledge, Skills, Abilities:

- Must be proficient in Microsoft Office. Social Media skills are a plus.
- Have a positive and friendly attitude in all situations.
- Ability to work as a team member & effectively interact with co-workers using a collaborative work style.
- Ability to multi-task with multiple projects.
- Good verbal and written communication skills.
- Must possess an exceptional eye for detail and excellent organizational skills.
- Ability to work with confidential and private information in an appropriate manner.

Working Conditions / Physical Requirements:

- Office setting with some duties outside of the office.
- The ability to lift 25 pounds as needed.
- The ability to move safely in confined spaces.

Responsibilities, Duties:

- Input data into Microsoft Excel and the Foundation's donor database.
- Make phone calls, send thank you notes, filing and other mailings.
- Assist with events such as Scholarship Dinner and Casino Night.
- Printing nametags, guest lists and compiling the necessary equipment needed.
- Provide guest services at events when needed.
- Perform other duties as assigned.

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-34