

OFFICE ASSISTANT POSITION INFORMATION

Position Summary:

Provide administrative support to a full-time Residential Education Coordinator (REC) and one or two part-time Assistant Residential Education Coordinators (ARECs) by performing various administrative tasks and complex assignments.

Pay rate: \$8.50-9.50/hour
Start date: 5/1/08 (for Benchmark/Shoreline) – 1 position
8/4/08 (for Chapel/Gateway and Sage Point) – 2 positions
End date: May 15, 2009

Qualifications:

This position requires: demonstrated typing ability, file management, working knowledge of computers with associated programs (Outlook, Microsoft Office including Word and Excel and other Windows based programs) using copy/fax machines, ability to work independently with a great deal of autonomy, and demonstrated organization and effective communication skills. Must maintain a 2.0 cumulative and semester GPA if enrolled as a student.

Preferred Qualifications:

- Previous clerical experience
- At least one year living on campus
- At least one year of experience as a student at the U

Schedule:

Twenty hours a week, not to exceed 40 hours a week within a two week period. Daily work hours are scheduled in consultation with the Residential Education Coordinator (some flexibility); however, the majority of the hours would be during normal business hours.

Essential Functions:

1. Assists in the day-to-day administrative tasks and projects established by the REC.
2. Under the direction of the REC, assisting in maintaining student records, assisting in the student conduct administrative process, and assisting in maintenance of programming reports.
3. Works closely with other office staff on assigned projects as directed by the REC or AREC(s).
4. Responsible for maintaining confidentiality with student records and files.
5. Composes, compiles, types and delivers memos, letters, reports, and schedules.
6. Assists with check-in and check-out process of the Residence Halls.
7. Stores and tracks room inventories.
8. Communicates with maintenance and custodial staff regarding building issues and concerns.
9. Assists the HRE front office staff during closing and opening periods and other peak times by request of REC or Associate Director of Residential Education.
10. May assist in processing paperwork (purchase orders, campus orders,) for payment, billing, and tracking of student activities fee and floor fund account expenditures.
11. Other duties as assigned by REC or AREC(s).

QUESTIONS – LNIELSEN@HOUSING.UTAH.EDU
801.587.2910

APPLICATIONS DUE BY 5:00 PM, MONDAY, APRIL 21ST

OFFICE ASSISTANT APPLICATION

Name: _____

Phone: _____

Current Address: _____

Email: _____

Academic Standing: Freshman Sophomore Junior
 Senior Graduate Non-Student

Cumulative GPA: _____

Anticipated Graduation Date: _____

Please indicate your experience with/knowledge of the following programs:

Microsoft Suite (Outlook, Word, Excel, Publisher):

Other programs:

Please type your responses to the following questions and attach to application.

1. Briefly describe yourself (interests, talents, skills).
2. Please explain your interest in this position and why you feel you would be a good fit as an office assistant.
3. After reviewing the attached HRE Values, please provide a brief overview of how you will contribute to the values of the department.

Please attach a copy of your current resume including any clerical, computer and administrative skills and experience, honors received, and leadership roles.

By signing below, I acknowledge that my application packet is accurate and true to the best of my knowledge.

SIGNED: _____ DATE: _____