

## STUDENT JOB OPPORTUNITY

**JOB TITLE:** Summer Student Office Assistant

**DEPARTMENT:** Residence Life and Career Services (combined position)

**CONTACT PERSON/EMAIL/PHONE #:** Jennifer Besse, Information and Recruiting Coordinator, [careerservices@etown.edu](mailto:careerservices@etown.edu), 361-1206 or Darlene Sommers, Coordinator of Housing Operations, [sommersd@etown.edu](mailto:sommersd@etown.edu), 361-1197.

**TO APPLY:** Email your resume and a cover letter to **BOTH Jennifer Besse and Darlene Sommers at the contact information listed above.** Position is available for immediate hire, open until filled.

**Required start date is Monday, May 14<sup>th</sup>.** Position will continue throughout the summer until school reopens in August 2012.

**STUDENT JOB DESCRIPTION:** The Summer Student Assistant will work in both the Office of Career Services and Office of Residence Life. Duties and hours will be shared between the two departments. The Summer Student Assistant will be expected to perform clerical duties, answer the phone, and serve as the first point of contact for visitors to either office. Outstanding customer service must be provided at all times by the student staff member.

Responsibilities include:

- Enter job and internship postings into CSO (online job system)
- Create and maintain current campus marketing including mass-emails to advertise jobs, programs, events, and services to the campus community
- Filing and copying
- Assist in the preparation of major mailings
- Assist in the maintenance of the Career Resource Library; assuring that check-out cards are maintained, materials are current, and outdated materials are eliminated
- Serve as a receptionist during office hours responding to phone calls, voicemails, and emails for both offices
- Greet and assist visitors during office hours
- Schedule appointments for staff members
- Be able to locate and have a working knowledge of the Student Handbook. Have familiarity with Student Life and Residence Life policies. Complete special projects assigned by either office
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Student staff is expected to dress in business casual attire and to behave in a professional manner. The Offices of Career Services and Residence Life expect the Student Assistant to work the contracted number of weekly hours. If for any reason a student needs an exception to this understanding, he/she will need to notify the summer supervisor in advance of the planned absence.

**QUALIFICATIONS:** Accuracy in word processing and data entry. Attention to detail. Strong communication and interpersonal skills. Outstanding customer service. Ability to maintain confidentiality. Proficiency using Word, Excel, Outlook, Publisher, and Power Point.

**HOURS and/or HOURS PER WEEK REQUIRED:** Approximately 35 hours per week shared between the two offices. Hours will be Monday – Thursday 9am-4:30pm with a scheduled half hour lunch and Friday 9am – 2pm with a scheduled half hour lunch. Time will be divided between the two offices depending on the need and work flow of each during the week.

**PAY RATE:** \$8.00 per hour, free housing accommodations and \$50 jay bucks per week.