

COHEN HONORS COLLEGE OFFICE

**Student Job Title:** On-campus: Honors Office Assistant

The Dorothy and Bill Cohen Honors College is seeking an Office Assistant who will staff the main reception desk and provide general office support. Office assistants are official greeters who assist students, staff and faculty to use the resources of the Cohen Honors College and the Dean’s office. They assist with event planning, recruitment, and scheduling advising appointments as needed. The assistant must have strong oral and written communication skills and exercise discretionary judgement regarding student information and executive-level communication.

**Responsibilities Include:**

* General reception including greeting guests, answering general questions in-person and on phone
* Understanding resources available in the Cohen Honors College and directing students, staff, and faculty to appropriate resources or people within the office
* Filing, copying & scanning documents
* Meetings and events support
* Classroom set up and media support
* Other duties as assigned

**Required Qualifications:**

* Strong interest in customer service to present a positive image of the Honors College and the University
* Ability to prioritize tasks to support multiple staff members in a complex office
* Ability to follow through with instructions and assignments in a timely and professional manner
* Ability to take initiative
* Willingness to learn

The Honors College office would **prefer** that a student who works in this office possess the following job skills and/or qualities:

* Experience working with MS Office applications including Excel and Word
* Experience with event planning and management
* Honors or Honors-eligible student with knowledge of Honors College resources

**Hours per week:** 15-20 hours per week depending on student availability

**Schedule Information:** *Morning Shift*: 8am – 12:00 pm | *Afternoon Shift*: 12:00pm – 5pm (*with flexibility to accommodate student class schedules each semester*)

**Eligibility:** This position is an On-campus position with preference for Workstudy eligible students. To find out if you are Work-study eligible, please contact the Wichita State University Financial Aid Office.

**Interviews:** week of January 29th

**Contact:** Carla Mann, Assistant to the Dean, The Dorothy and Bill Cohen Honors College  
Contact email: Carla.mann@wichita.edu