Title: **STUDENT ASSISTANT (OFFICE)**

Job Type: **ON CAMPUS STUDENT EMPLOYMENT**

Employment Type: **PART-TIME**

Description:

**Applicant must be a WSU student with a minimum class standing of sophomore, and in good academic standing with a minimum GPA of 2.50. Students eligible for federal work-study or from backgrounds similar to those of project participants preferred. Interested applicants contact me directly** [**chelsea.martinez@wichita.edu**](mailto:chelsea.martinez@wichita.edu) **for more information.**

Skills:

* **Ability to perform clerical work**
* **Proficient in Microsoft Office Suite, Adobe Suite and other graphic software**
* **Good customer service skills**
* **Ability to organize, prioritize and work on multiple tasks simultaneously**
* **Ability to complete tasks in a timely manner with minimal supervision**
* **Ability to pay attention to detail**
* **Strong verbal and written communication skills**
* **Ability to keep records and maintain confidentiality**
* **Experience working with students similar to those served by SSS**
* **Good judgment and decision-making skills**
* **Good analytical and problem-solving skills**
* **Ability and willingness to work flexible hours**

Responsibilities:

* **Perform receptionist duties for the program including: answering the telephone, responding to emails, forwarding messages, attending to program participants & visitors, confirming appointments**
* **Perform clerical work including: Typing, filing, computer data entry, picking up the mail, and running other daily errands**
* **Maintain confidentiality of information when filing documents in students’ files**
* **Attend training sessions required by the program**
* **Maintain accurate records of time worked in the office**
* **Follow program policies and procedures**
* **Complete work assigned by program staff members under the direction of the Senior Administrative Assistant**
* **Perform duties as assigned by the Program Director**

Required Documents: **APPLICATION, RESUME, TRANSCRIPT**