

GSC OFFICE ASSISTANT

Job Title: GSC Office Assistant

Department/Organization: AS&E Graduate Student Council

Reports to: Office Manager/GSC Treasurer

Last Revision Date: August 30, 2010

SUMMARY

Provide administrative support to the GSC and the GSC Office Manager. Duties include general clerical, receptionist and office management-based work. Project a professional organizational image through in-person and phone interactions. The job requires a work load of 5-10 hours per week.

PRIMARY RESPONSIBILITIES

1. Answer telephones and any direct questions that lounge users may have.
2. Ensure that the GSC Lounge is clean and organized including vacuuming the space regularly and ensuring that books, furniture, West Cafe are in good order.
3. Handle payments for GSC ticket sales and document all transactions.
4. Ensure that printers, computers, and other electronic equipment are in working order, notifying the Office Manager and GSC Treasurer of any issues.
5. Maintain and update room reservations system (i.e. GSC Conference Room).
6. Inform the Office Manager and GSC Treasurer of the need for restocking office supplies such as ink, toner, and general office/cleaning supplies.
7. Keep an updated working schedule, informing the Office Manager and GSC Treasurer of any changes at least a week in advance.

ADDITIONAL RESPONSIBILITIES

1. Attend all Graduate Student Council General Meetings.
2. There is an opportunity to continue working through the summer semesters. Availability during this time is a plus. Notice of availability for the summer is required by the start of the spring semester.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills.

WORKING CONDITIONS

Working conditions are normal for an office environment.