

# **OFFICE ASSISTANT**

## **POSITION SUMMARY:**

- Office Assistants support all functions of the Student Life and Davis Center Operations & Events resources, services, and staff. Assistants deliver outstanding customer service. These staff members respond to day-to-day office services and resource needs of students, faculty, staff, and guests.

## **OFFICE ASSISTANT RESPONSIBILITIES:**

- Utilize customer service and receptionist skills: answer phones, transfer calls, greet customers and assist with a pleasant, positive, outgoing attitude.
- Complete day-to-day office related tasks and special projects as assigned.
- Maintain orderliness and cleanliness of reception area and inner office spaces.
- Develop an awareness of on-campus events and facility policies and procedures; articulate these as necessary to patrons.
- Assist Student Life and Operations & Events staff in creatively contributing to our social justice and environmental stewardship goals.
- Clean and disinfect all work surfaces and surrounding areas
- Attend all scheduled meetings and training sessions.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Must be a currently matriculated University of Vermont student in good standing
- Enthusiasm for working in a diverse, team-centered, and environmentally friendly office environment.
- Willingness to leave the Davis Center better than you found it.
- Understanding of and attention to high quality customer service skills.
- Ability to professionally handle a variety of situations simultaneously in a busy office setting.
- Motivation to increase and share in the community building at the University of Vermont
- Strong customer-service, communication, problem-solving, and organizational skills
- Strong typing and computer skills.
- Ability to positively represent the Davis Center and the University.

## **SKILLS & EXPERIENCE ACQUIRED THROUGH EMPLOYMENT:**

- Enhanced customer-service, communication, organization, and problem-solving skills.
- Increased knowledge of office functions and procedures and of campus facilities and events.
- Event planning and coordination skills; experience with on-line reservations system.
- Enhanced customer service and organizational skills.
- Experience working on a diverse and environmentally friendly staff committed to personal and professional growth.
- Familiarity in utilizing facility reservations systems and software, and web technologies to obtain and share information.
- Increased knowledge of the Davis Center, The University of Vermont, and Burlington.
- Experience working on a diverse and environmentally friendly staff committed to personal and professional growth.