Office Assistants working at the Office of Student Affairs provide a vital link between the Eastman community and the department, supporting a variety of our service areas. These include our residential service desk, mailroom services, building management, and special programs like practice room monitoring. They may also assist with general office clerical duties. Office Assistants are trained in and assigned work tasks based on their interest and ability, in accordance with departmental needs. They work together as part of a cohesive team to advance the department’s mission. This position rewards those with strong communication skills, attentiveness to detail, and good initiative.

**RESPONSIBILITIES**

**SLC Front Desk**
Most every Office Assistant helps to staff our residential service desk - it is the core function of this position. At the Front Desk you will help to monitor building access, manage equipment loans, and process incoming mail. You will also serve as a primary point of contact and referral for requests of support or information.

**Mailroom Services**
Office Assistants help to route and distribute all mail and packages arriving at the SLC, ensuring that they are made available to their intended recipient in a timely manner.

**Building Management**
Office Assistants help with the execution of important site management functions, ensuring that department managed spaces are appropriately arranged and fit for purpose. They report on facilities concerns and contribute to their timely resolution.

**Special Programs**
Office Assistants provide vital support to newly developed or temporary programs established by the department in response to current community needs. For example, they may help to monitor practice spaces to ensure that they are being used in accordance with health requirements.

**Additional Responsibilities**
Office Assistants must proactively communicate with their colleagues to ensure consistent, quality service. They positively represent the department and offer friendly, approachable support. They are knowledgeable of department and campus resources and policies. They are flexible and may be assigned other tasks as the need arises.
OFFICE ASSISTANT
QUALIFICATIONS

Required:
- Must be registered as a full-time student for the 2021-2022 academic term (undergraduate or graduate)
- Must be available to work at least 4 hours weekly, but no more than 20 hours
- Must demonstrate a commitment to understanding and upholding the University of Rochester’s MELIORA values

Preferred:
- Resides in the Student Living Center for the 2021-2022 academic year (depending upon assignments and responsibilities)
- Demonstrates strong organizational and communication skills (written and verbal)
- Has a record of timeliness and reliability
- Demonstrates good and consistent follow-through

COMMITMENTS & COMPENSATION

COMPENSATION
$12.50/hour

COMMITMENTS
At least 4 hours weekly
(8-10 hours preferred)

APPLY ONLINE AT
esm.rochester.edu/studentaffairs
Applications due March 26!

STAFF CONTACT
Anthony Spall
aspall@esm.rochester.edu

OFFICE CONTACT
585.274.1106
studentaffairs@esm.rochester.edu