



Adrian College

Department: Institute for Career Planning

Supervisor: Janna D'Amico

Job Title: **Student Worker:** Office Assistant

Location: 210 Caine Student Center

Purpose of Position: To assist Career Planning with daily office tasks.

Beginning and End Date: 2024-2025 Academic Year

Job Description:

The Office Assistant will help with organization and daily tasks to support the Institute for Career Planning. Learn about the office to answer basic questions for guests/students. Work on projects requested by the Director or Assistant Director. Friendly demeanor with a collaborative spirit. Office Assistant duties include:

- Answer phone calls and take messages
- Greet students/guests that visit the office
- Distribute materials on campus
- Alphabetize and file folders
- Data entry
- Create flyers and newspapers
- Assist with event prep
- Review and approve postings in Handshake
- Update social media outlets
- Help keep the office clean with light dusting and wiping down surfaces
- Other duties/projects as needed

Rate of Pay: This is a part time student employment position at \$10.33 for hours worked.

Hours: Up to 10 hours per week unless otherwise approved.

Required Job Skills: organized, excellent writing and oral communication skills, accuracy and attention to detail, strong customer service skills, experience with Canva preferred (not required), and ability to work independently. Good computer skills are necessary.

Remarks: Office hours are M-F from 8:30am to 5:00pm, 2.5 GPA or above, business casual dress required.