OFFICE SCHEDULING ASSISTANT

Schedule/Basic Info:
4-8 hours per week, two or three shifts (Monday-Friday, 8:30am-4:30pm). This position is supervised by the Scheduling Manager.
Wage: $8.10/hour.

Potential Projects/Duties:
- **Customer Service**: Provide stellar service to a diverse mix of patrons, including students, staff, faculty and community members.
- **Scheduling**: Assist Scheduling Manager with scheduling of room reservations.
- **Miscellaneous Office Duties**: Perform regular office duties (greeting patrons, answering e-mails and telephone calls, filing, etc.).

Requirements:
Ability to work independently required. Applicants must be able to work with close attention to detail and a high degree of accuracy. Good problem solving abilities required. Applicants must be trustworthy and responsible. Must be available to return to campus on Sunday, August 23, to begin training the next day.

Qualifications:
First year students preferred. Familiarity with word processing, scheduling programs and graphics desired.