2022-2023 Office Staff Job Description

DEADLINE: February 18, 2022

START DATE: March 2022

SALARY: $15.00/ hour

COMPENSATION: Office Assistants work flexible hours during spring semester (10-20 hours per week). 30-40 hours per week during late May, June, and July.

DUTIES: With supervision from the Administrative Support Coordinator, Program Coordinator, and the Assistant Program Coordinator:

- Assist students and parents/guests in navigating the registration website and addressing orientation registration process issues
- Respond to orientation registration inquiries
- Support new students and guests throughout the in-person and virtual Check-in process
- Facilitate an orderly lunch hour for orientation attendees
- Carry out calling campaigns and other special projects
- Maintain supplies and equipment inventory, condition, and availability
- Keep storage areas organized
- Perform clerical tasks such as copying, filing, preparing reports and other needed documents
- Support orientation session activities when needed
- Other duties as assigned

QUALIFICATIONS:

The Orientation and New Student Programs (ONSP) Office Assistant helps the program with general office responsibilities. The primary duties include handling telephone calls and email inquiries from student and parents specific to, orientation and / or other related matters like: fee deadlines, majors housing, city of Chico. Other duties may include connecting with various departments on campus to ensure that orientation session activities are carried out efficiently and effectively. The Office Assistant position requires a basic knowledge of computers and office equipment. A previous knowledge of the Orientation program either as a student staff or as an attendee is desired. They must show excellent customer service skills, be flexible, and values teamwork.

To complete an application please open the link below:

2022 Orientation Office Assistant Application