Warren Residential Life Office Assistant / STDT 3

Job Description:
Warren is looking for a student Office Assistant to be a key member of the Warren Residential Life Office. This position provides an opportunity to develop professional administrative skills and gain valuable experience in a dynamic administrative environment. Under the general supervision of the Fiscal & Facilities Coordinator, the Warren Residential Life Office Assistant (OA) responsibilities include, but are not limited to:

Core Responsibilities:
- Provide exceptional customer service for students, staff, and visitors, including answering questions & providing resources.
- Maintain accurate logs for lockouts, equipment check-out, package pick-ups, etc.
- Assist with data entry of: Excel spreadsheets, Word documents, and Access databases.
- Oversight/monitoring of online calendars
- Provide administrative support with events/programs/etc. as assigned within classification
- Other Special Programs/Events support tasks as assigned within classification.

Qualifications:
- Excellent interpersonal skills including verbal and written communication.
- Ability to maintain a strict level of confidentiality on all matters related to student and staff sensitive information and other job duties.
- Skill in using Microsoft Office programs, multiple line telephones and various office machines such as photocopier, scanner and fax.
- Ability to retrieve data from computerized databases.
- Strong customer service skills to clearly and effectively interact with individuals of varying ages, and cultural backgrounds, to provide information, resolve problems, make referrals and interact with the general public

Hours per week:
10 hrs/week

Desired Start Date:
09/23/2019

Please contact Zach Roberts (znroberts@ucsd.edu) if you have any questions.