Department of Student Activities  
Involvement and Leadership Office  
Student Administrative Assistant

7-10 Hours per Week @ $9.75 – $10.95 per hour – Work Study/Student Labor (job code 211)

Reporting to the designated staff member, the Student Administrative Assistant will support the Department of Student Activities (DSA), specifically Involvement and Leadership Programs (SAIL) and Community Outreach (CO), by receiving inquiries and providing information and general office support.

1. **General Student Employee responsibilities:**
   a) **Provides advice and/or guidance for university community members:**
      i. Provide information to students, faculty, staff, and the general public regarding DSA services, policies, and procedures.
      ii. Act as a liaison between students and university authorities.
   b) **Assists in the daily operations of an office. May be required to:**
      i. Participate in training sessions and staff meetings.
      ii. Organize and maintain confidential files and records.
      iii. Operate a copy machine, printer, fax, scanner, and other office equipment.
      iv. Complete hardcopy forms and data entry tasks on PC applications.
      v. Compile and analyze data from various sources and communicate results and trends.
      vi. Run errands.
      vii. Create, edit, and or update invoices, letters, brochures, written procedures, and other correspondence.
      viii. Data entry and updates, as needed.
      ix. Assist in performing basic reception duties including but not limited to greeting visitors, answering phones, delivering messages, etc.
   c) **Assist with area promotion and visibility initiatives:**
      i. Assist in appropriate general public relations representation of DSA and the SAIL office at other events, i.e. Open House, etc.
      ii. Assist with DSA events, such as Student Life Awards or the Involvement Fair.
   d) **Complete other duties and special projects as needed.**

2. **Administrative responsibilities:**
   a) Serve as primary point contact for inquiries, requests for information, referrals, and department services, policies, and procedures.
   b) Perform basic reception duties, including greeting visitors and customers via phone, walk-in, and internet contact.
   c) Answer telephone, direct calls, take messages.
   d) Assist in the completion of special projects, including special event preparation and execution, large mailings, assessment projects and more.

3. **Employment Requirements:**
   i. Previous related experiences or skills (e.g. reception, customer service) in a similar position and/or transferable skills.
   ii. Ability to complete tasks with high quality and minimal supervision.
   iii. Demonstrated ability to provide quality customer service and exercise sound judgment and decision making skills.
   iv. Capacity to multi-task and adhere to deadlines.
   v. Ability to operate an array of office equipment including, but not limited to copier, phone, fax.
   vi. Strong computer literacy and demonstrated ability in office software applications (e.g., Word, Excel, Access, PowerPoint, Outlook and Publisher).
   vii. Strong customer service and communication skills (verbal and written).
   viii. Student at the UConn Storrs campus.

To apply, please send a cover letter, resume, and contact information for three references by March 21, 2016 to:

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