UCAE Front Desk Staff

University Center Activities and Events (UCAE) is looking for student staff members to assist with the daily front desk reception duties. Students will provide assistance to the Office Manager by: answering phone calls, assisting students and faculty members, directing inquiries to the appropriate parties, assisting office staff with various tasks, and other responsibilities as assigned. This is a unique opportunity to support the UCAE staff, while gaining first-hand experience in Student Affairs.

The Operations Team - Student Assistants UCAE Center for Leadership Development and Social Action

The Operations Team advances the mission and vision of the UCAE Center for Leadership Development and Social Action. Considered a member of the team/staff, the Operations Team Student Assistants play an integral role in making it all work. This includes logistics, correspondence with constituents, record keeping, communicating with his/her peers, organization of key office functions, and performing relevant tasks as needed, while working in a fun environment. Significant knowledge in leadership development or office management is not necessary, but a demonstrated willingness to learn is required. Position includes participation in general event support for LDSA programs and initiatives, front desk and customer service operations, as well as general office management.

Responsibilities include:

- Acquire general knowledge about programs, events and services connected to the Center
- Produce surveys and Microsoft Excel databases; manage records
- Conduct assessments of programs
- Assist with planning and execution of events such as IN THE SPOTLIGHT awards, Alternative Break Programs, LeaderShape, Leader in Residence, and more
- Participate in the promotion of events
- Provide general support by greeting and assisting visitors in a courteous, tactful, and informative manner
- Ensure the organization and general upkeep/appearance of the Center
- General administrative tasks
- Other duties as assigned

**Qualifications:**

- Ability to work autonomously as well as in a team, identify resources, and make independent decisions
- Strong attention to detail
- Accountability for your work schedule and duties/responsibilities
- Willingness to pitch in
- Ability to multitask and take initiative
- High level of dependability and a developed value of maturity
- Strong written and oral communication skills
- Positive attitude and professional image
- Quality computer and telephone skills are essential

Now hiring for 2016-2017 school year at $9.00 per hour
Work-study students preferred but not required. Undergraduate students preferred but not required. Graduate students would be hired at undergraduate rate.