

Under general supervision, the Office Assistant will be responsible for providing support to the programs within the Student Equity and Success (SEAS) Center. The Office Assistant serves as the initial point of contact for students, parents and campus members visiting or calling the office. Students will assist in performing general office operations to include but not limited to: responding to in-person inquiries, answering phones, filing of confidential documents, copying, and assisting with departmental mass mailings.

Duties include, but are not limited to:

Assist in meeting the daily needs of the department.

Greet, welcome and assist students, community and campus members.

Answer all incoming calls on a multiple line phone, screening calls, and transferring to appropriate staff