

GRADUATE OFFICE ASSISTANT JOB DESCRIPTION

I. JOB PURPOSE

To serve as a student office assistant in the Office of Academic Affairs for up to 20 hours per week.

II. ESSENTIAL FUNCTIONS

1. Responsible for large volume of filing to student records.
2. Maintain appropriate forms in student records.
3. Receive, greet, and assist visitors.
4. Provides backup receptionist role, answering the telephone and referring calls to appropriate staff.
5. Copies and collates materials for student recruitment and various orientations.
6. Provides runner and messenger services.
7. Types correspondence as requested.
8. Uses various student databases for specific data entry or retrieval.
9. Other duties as assigned.

III. KNOWLEDGE & EXPERTISE

This position requires excellent communication skills. MS Office Suite knowledge and experience are very helpful. Ability to organize work efficiently and effectively is an asset. Ability to lift and transport exhibit and recruitment materials.

Interested graduate students should send a copy of their resume and available times for interviews to:

Melissa Kupfer
Interim Director of Student Affairs
kupfermm@mailbox.sc.edu