POSITION HIGHLIGHTS:
The Office Assistant position is designed to support the office and administrative functions of a Community Director, Desk Operations Coordinator and when necessary, others in the Housing & Residential Life Department. The Residential Education OA position is a 10-hour week opportunity and for Work Study eligible students only, at $13 per hour. OAs must be University of Arizona student enrolled in at least 6 credits.

Housing & Residential Life (Housing), a self-funded auxiliary housed within Campus Life at the University of Arizona, operates 23 dorms and 1 graduate apartment complex that house over 7,800 students annually on the University of Arizona Main Campus.

Our Mission: Helping Students Build a Foundation for Success
Our Core Values:
- Excellence - Excellence is performing at an extraordinary level and exceeding expectations
- Respect - Respect is treating others courteously and professionally in all situations; valuing and honoring diversity in others; being honest, direct, and courteous in all communications and loyal to all, including those not present
- Integrity - Integrity is doing the right thing, being honest with oneself and others, being authentic, and being transparent in intent
- Caring - Caring is being welcoming, kind, compassionate, and willing to help others; showing concern for a person’s needs; listening more and talking less

Be part of our exceptional student staff and receive hands-on experience, while working in a fun and safe environment. We strive to coach, teach, and mentor all of our students to become successful in and outside the classroom. Studies prove that students with campus jobs tend to perform better in school and have a higher potential for finding employment after graduation.

In Housing & Residential Life, we know that students’ first priority is to learn. We understand the stress of midterms and final exams. We not only teach student employees leadership and time management, but we are also very flexible when it comes to working around your class and exam schedule.

We accept Work Study - Federal Work Study is accepted in Housing & Residential Life. The Federal Work Study Program provides opportunity to full-time students seeking part-time positions. Students must complete the FAFSA and demonstrate financial need for the respective year to receive Federal Work Study. See if you qualify at: www.fafsa.ed.gov

DUTIES AND RESPONSIBILITIES:
Essential Functions include but are not limited to:
- Check and distribute mail in building for RAs and CD, District and department mailboxes
- Data Entry
- Track and hang notices of common/meeting room reservations
- Process, scan and reconcile receipts for staff development and programming budgets
- Assist with department committee assignments or projects
- Schedule appointments
- Print items that are needed for bulletin boards for staff
• Update calendars – physical or electronic for duty and programming purposes
• Assist with staff appreciation (RA, Hall council, Desk Assistant, etc.)
• Design, create or maintain bulletin boards
• Perform general office tasks; answering phones, copying, filing, typing, etc.
• Monitor and compile information from programming tracking software
• Evaluate hall bulletin boards and provide feedback as needed
• Act as purchaser for Hall Council
• Hang up new marketing material and remove outdated ones
• Inventory staff office items
• Create, disseminate, collect surveys for residents throughout the year
• Clean and organize staff office and hall storage
• Monitor hall condition and submit work orders as needed
• Monitor and verify occupancy management through move-in/out emails from StarRez and completed RCRs
• Audit RCRs and Roommate Agreements for hall
• Other duties as assigned

MINIMUM QUALIFICATIONS:
• University of Arizona Student
• Enrolled in at least 6 units or more during academic year
• Work Study Eligible Student
• Experience in an office setting
• Ability to lift up to 25 lbs.
• Ability to climb stairs, twist, pull and or bend numerous times throughout the day

PREFERRED QUALIFICATIONS/DESIRABLE SKILLS:
• Proficient knowledge of Word, Excel, Publisher, and Outlook
• Organizational skills
• Creative Skills
• Customer Service experience
• Excellent communication skills, both verbally and written; skill in grammar and spelling
• Knowledge of understanding of diversity and ability to interact with a wide variety of people
• Knowledge of standard office practices and procedures
• Demonstrate professionalism in behavior, attire and reliability
• Valid Driver’s License and ability to drive according to the University Fleet Safety Policy

SUPPLEMENTAL REQUIREMENTS:
• Housing & Residential Life is a security sensitive department, and this position requires a finger-print criminal background check
• Motor Vehicle Division check

TO APPLY:
• Apply online via MyUAHome (https://myuahome.life.arizona.edu/)
• Review of applications begins immediately
• This position is for the 2022-2023 Academic Year
2.2 Minimum Age and Experience Requirements: The following minimum age and experience requirements apply to all individuals (employees, students, and volunteers) authorized to drive any vehicle on university business: a. Drivers of standard vehicles (sedans, pickups, golf carts, etc, that do not require special licensing) must be at least 18 years of age, and have been licensed for a minimum of two years prior to driving on university business. b. Drivers of high occupancy vehicles (HOVs as defined in Section 4.0) must be at least 19 years of age and have been licensed for a minimum of three years prior to driving HOVs on university business.

2.3 Driver Licensing Requirements: a. University employees (faculty, classified staff, appointed personnel) who drive on the job must have a valid Arizona Driver’s License, of the classification appropriate to the type of vehicle being driven (typically Class D Operator). b. Students (including student employees) and volunteers who have Arizona residency and who drive on university business are required to have an Arizona Driver’s License. c. Foreign Driver’s Licenses and International Driver’s Licenses are not acceptable for driving on university business. Individuals with non-U.S. driver’s licenses must obtain an Arizona Driver’s License prior to driving on university business.

For the entire policy, go to: University Fleet Safety Policy.