

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 OA position is a 10-hour week opportunity and for work study students only, at \$10.00 per hour.

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 (student issues)
- 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- Hang up new marketing material and remove outdated ones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

Preferred/desirable skills:

- Proficient knowledge of Word, Excel, Publisher
- Organizational skills
- Creative Skills
- Customer Service experience

To Apply:

- Apply online between August 14th and August 27th via *MyUAHome*
<https://myuahome.life.arizona.edu/>
- Review of applications begins August 28th