

IRT Administration Office Lead Student Assistant

Job Description

Duties: Under the general supervision of the Office Coordinator, the incumbent performs the following duties:

- **Reception duties** – answer incoming calls for three extensions (87707, 86606, and 86862), assists the caller and/or routes them to the appropriate IRT staff member for further assistance; greets and assists office visitors; takes telephone messages when necessary and delivers the messages within a timely manner to the appropriate staff member.
- **Supervision duties** – Responsible for supervising, directing and monitoring the work of other student assistants
- **Microsoft Office Suite** – use Microsoft Office suite to prepare file labels, prepare and update documents etc., (MS Word); prepare various spreadsheets (Excel) and complete data entry tasks (Access).
- **Run reports** – run and print CMS/nVision reports and download to Excel
- **Filing** – file administrative and confidential documents.
- **Photocopying** – photocopy an array of documents.
- **Sort and deliver mail** – Twice a day, receive, sort and deliver all IRT mail, including shipments of small boxes received from DHL, FedEx, UPS, etc. For large boxes, immediately contact the appropriate staff member (via e-mail or telephone) to alert them of the shipment.
- **Assist with Student Assistant Payroll** – copy, file and separate student timesheets into correct binder(s). File copies in individual student files. Maintain student assistant database and active payroll list.
- **Inventory of office supplies** – maintain inventory of office supplies and place orders for necessary supplies.
- **Schedule conference rooms** – check availability of conference rooms, and schedule meetings for IRT staff members
- **Miscellaneous duties** – deliver and pick up various documents to other campus offices; deliver checks to the cashier's office to be receipted; vendor contact to obtain invoices or other pertinent information; obtain requisition and/or purchase order information using CMS system; complete Key Requests and Parking Permit Requests for IRT staff members; assist with IRT events: order supplies, setup, clean up; maintain cleanliness of kitchen area; miscellaneous typing using an electronic typewriter, etc.
- **Internet search engines** – use various internet search engines to conduct various researches for the Vice President and Executive Assistant to the Vice President of IRT.

Requirements: The incumbent must assure the privacy and security of confidential documents and material handled and/or delivered; have the ability to lift a minimum of 20 lbs; type approximately 30 wpm; proficient with Microsoft Office Suite; ability to use and familiar with various office equipment (copier, fax, shredder, label maker, electronic typewriter, etc.).

Qualifications: Excellent communication and writing skills. Ability to work well with people. Strong telephone skills. Previous clerical experience.

Desired Qualifications: Federal Work Study Eligible

This student position will be a Level I starting at \$8.00/hr or Level II starting at \$8.50/hr (depending on qualifications)

If you wish to apply for this position, please complete a [Student Assistant Employment Application](#) and return it to the University Help Desk Counter, Academic Information Resource Center, AIRC 2005.