



Day Programmer Office Assistant): Between hours of 8am -5pm

Job Description

This is a front desk position at the Center for Multicultural Education. We are located on 2nd floor in Maucker Union.

As a student office assistant, your work would be varied throughout the day. Your primary duties are to be present at the front desk, answer phone calls, assist visitors, and setup classroom for upcoming events. You may have opportunities to work night and weekend events and assist with special projects. This position has routine responsibilities to clean and maintain the department spaces. You will be responsible to assist guests in the multipurpose space with their needs in facilitating events such as room setup and providing guidance in technology connections. You are also responsible for putting on programs throughout the day in the CME; lunch & learn, movies, Major of the Month, etc. and work with CUEs.

Workflow can be varied throughout the day, from busy times to a more moderate pace.

Job Responsibilities

- Answering phone and making phone calls on behalf of the department
- Assist professional staff with program operations (Setup of multipurpose room for events. Involves lifting, moving tables and chairs)
- Cleaning and maintenance of department spaces
- Communication for CME – CME email, social media
- Copying, sorting, shredding materials
- Filing documents in departmental files
- Greet visitors and direct them to appropriate area
- Perform other tasks as assigned; day program planning & implementation
- Expectation that Student Employee will be available at times to work night and weekend events on an as needed basis.