

Position Title: **Receptionist/Office Assistant**
Reports To: Assistant Director of Housing Administration
Supervises: N/A

Position Overview: The Receptionist/Office Assistant serves the Offices of Residence Life by helping to maintain and operate the office during business hours. The position performs a variety of secretarial, data entry, and customer service functions that serve the needs of our resident population. The Receptionist/Office Assistant is the front face of the Office of Residence Life, and works directly with the administrative staff of the department to communicate with students and the campus in general.

Qualifications:

- Registered Rutgers-Camden student
- Must maintain a semester and cumulative GPA of 2.5 or above
- Maturity level necessary to represent the department and University as a front line staff member
- Strong computer and internet skills, including the use of online social networking sites
- Demonstrated ability and comfort with the use, manipulation, and features of all Microsoft Office software required (Word, Excel, PowerPoint, Publisher)
- Prior office experience strongly preferred
- Valid NJ Driver's License in good standing preferred
- Ability to work a minimum of 25 hours per week between the hours of 8:30AM and 5:00PM
- Candidate must submit to a background check and criminal history verification

General Responsibilities:

- 1) General office duties:
 - a. Maintain student files and complete filing daily
 - b. Answer telephones for the office as scripted
 - c. Document all incoming and outgoing business telephone calls
 - d. Monitor and update daily appointment schedules for Residence Life Administrative staff

- e. Maintain key storage boxes within the office and conduct audits as requested by the Assistant Director
 - f. Type letters/notes as requested by Residence Life Administrative staff
 - g. Maintain resident student databases as directed by the Assistant Director
 - h. Ensure that all computers and printer equipment are properly shut down at the close of the business day
 - i. Develop and update bulletin boards in the main office with timely information in conjunction with Residence Life Administrative staff
- 2) Complete errands as requested between offices on campus
 - 3) Deliver letters and other items to resident rooms
 - 4) Assist Residence Life Administrative staff in opening and closing of facilities during move-in and move-out periods
 - 5) Assist with fire drills, fire alarms, and other emergency situations
 - 6) Report problems and make suggestions to the Residence Life administrative staff
 - 7) Be aware of and familiar with all housing and dining contract terms and conditions, and be able to explain them to students and others concerned as needed
 - 8) Be aware of all Residence Life policies and represent the Residence Life Office by upholding these policies as set forth in the University Code of Conduct and the On-Campus Living Guide.
 - 9) Other duties as assigned

Compensation:

Compensation for this position will be paid hourly, beginning at \$9.00/hr. Final hourly rate will be set by the department and may be adjusted pending the qualifications and experience of the successful applicant.