

Title:	Student Administrative Assistant Two Positions – Fall/Spring and Spring/Fall
Work Credit:	Full hours in dining Choice of dining co-op
Time Required:	16-20 hours/month (4-5 hours/week)
Responsible to:	OSCA Employees, Officers (all)
Support People:	OSCA Employees, Officers (all)
Appointed by:	Officers (all), Office Assistant, Business Coordinator, Financial Manager
Sit on Appointments:	Student Administrative Assistant

General Responsibilities

- 1) Choose 2-3 more hours to come to the office weekly; the OSCA office is open Monday through Thursday from noon to 4, so all of your hours must fall into that time frame unless otherwise worked out with the Office Assistant or Business Coordinator.
- 2) Assist the Office Assistant, Business Coordinator, and Financial Manager with miscellaneous office tasks as they come up, including, but not limited to, printing jobs, envelope stuffing when necessary, shredding, printing/compiling the board packet, etc.
- 3) Assist the Officers with miscellaneous office tasks as they come up, i.e. sending emails, maintaining the stack of Borrow Book Slips and Reimbursement Forms, maintaining records of housing and dining contracts, helping with post-lottery day procedures.

Suggestions

- Remember that if you don't come to your shift or if you don't do your work, it will put an additional burden on other people. These people include, but are not limited to, the Office Assistant and the other employees.
- Keep in mind that the individual who has this position will need to responsibly handle confidential information.
- If you need time aid for this position, let the Office Assistant or Business Coordinator know, and adjusted hours can be worked out.

Approved by the Personnel Committee