



**Office of Student Life/The Commons
University of Maryland Baltimore County
Baltimore, MD 21250**

Position Title: Office Assistant, Office of Student Life/The Commons

Classification: Part-time, student (6-20 hours/week)

General Description: The Office Assistant directly reports to the Office Supervisor in the Office of Student Life. Office Assistants serve as the primary greeter for the Office of Student Life and The Commons. Duties include: greeting guests, answering phones, performing clerical office work, and other duties that will assist staff in the operation of the Office of Student Life and The Commons.

Characteristics/Responsibilities:

- Answer main office telephone lines for OSL and The Commons
- Open and close the office daily (forward and un-forward phones)
- Greet guests that visit the office
- Sort and distribute incoming mail/deliveries and prepare outgoing mail
- Collect key request and work request forms for Commons staff
- Project work including, but not limited to: photocopying, faxing, filing
- Stock materials in front office area – brochures, candy jar, etc.
- Stock equipment daily – printers, fax machines
- Provide quality customer service and information to individuals coming into the office with questions.
- Distribute appropriate department forms and information to individuals needing assistance
- Keep the office areas neat and clean
- Other duties as assigned

Minimum Qualifications: Minimum 2.5 GPA; registered for current and subsequent semesters at UMBC. Must be able to commit to 2 academic semesters.

Special Skill: Excellent customer service skills are required. Organizational skills are required. Experience with a PC and Microsoft Office Suite desired.

Pay rate: Starting at \$6.50/hour.

*Applications are available at the Office of Student Life front desk located in The Commons, Suite 336.
Submit applications to Sheryl Gibbs, Office Supervisor for the Office of Student Life
If you have any questions, please feel free to call 410-455-2605.
Equal Opportunity Employer*