



WORK-STUDY POSITION:

OFFICE OF MULTICULTURAL AFFAIRS ASSISTANT

Number of positions available: Up to 7

Hours per week: Up to 10 hours based on award (*Some evening & weekend hours may be required.*)

Length of assignment: August 11 until May 10

Location: 217 Elliott University Center

Wage: Starting at \$7.25 per hour

Basic Job Qualifications

- Experienced with computers and office equipment
- Proven customer service skills and knowledge of proper office etiquette
- Must have thorough knowledge of office programs and philosophies in order to answer questions and direct inquiries to proper staff members

Personal Characteristics

- Must have ability to interact with students, faculty, staff and visitors from diverse backgrounds
- Must be mature, outgoing, and have a pleasant, positive, welcoming demeanor
- Must have excellent communication and people skills
- Must be detail-oriented, organized, dependable
- Must be flexible, adaptable and willing to work as a team player

Additional Skills *Helpful but not required

- Creative with a good instinct for effective visual promotional pieces
- Willing and able to speak publicly, professionally and unscripted

JOB DESCRIPTION

Our student staff will be assigned duties as needed based on the highest priority job needing coverage during scheduled work times. Additional hours will be scheduled as needed to cover special events and promotion opportunities. All staff members will be expected to attend training sessions and regular update meetings as scheduled. Office emails are expected to be read and acknowledged in a timely fashion.

General Duties in the Office

Serve as front desk receptionist in the office

- Welcome all visitors and be knowledgeable about the whereabouts of staff members and scheduled meetings and their venues
- Answer telephone calls and take accurate messages and/or follow forwarding procedures
- Manage visitor sign-in/announcement procedure (if such a process is being enforced)

Maintain schedule and assist with implementing various processes for promoting OMA and MRC events and disseminating general information.

- Manage the installation and removal of posters in the EUC poster stands according to schedule
- Provide EUC Reservation Office personnel with indoor banners for installation and removal according to schedule
- Install and remove bulletin board materials according to schedule
- Carefully cut handbills to proper quarter-page size and maintain inventory to ensure handbills of upcoming events are available when needed

Assist with specialized projects such as certificate and medallion preparation for Scholars Recognition Program, and help with setup and groundwork needed for events, such as decorating or folding programs, etc.

Assist with routine office procedures such as filing, photocopying, bulk mail processing, etc.

Other errands and duties assigned as needed.

General Duties as a Representative outside the Office

Serve as a member of the "Host Team" for Office of Multicultural Affairs events, with duties ranging from serving as emcee, serving as an usher, serving as a greeter, etc.

Represent the Office of Multicultural Affairs at specialized events such as Welcome Week, Fall Kick Off, Office of Admissions events, Commuter Delis and SOAR

Represent the Office of Multicultural Affairs as promoter and spokesperson at general informational presentations, table displays, distributing handbills and brochures and generally providing information about the office and its programs.

Take any and every opportunity to talk positively about the office and its staff and encourage friends and classmates to take advantage of what the office offers.

Contact Information

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*This is an Equal Employment Opportunity
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