STUDENT OFFICE ASSISTANT

JOB DESCRIPTION

Job Title: Student Office Assistant

Department: Chancellor’s Office

Number of Positions: One

Contact Person: Anne Bowen

Email: anne.bowen@unmc.edu

Phone Number: 402-559-4368

Primary Duties and Responsibilities:

Assist with photocopying, filing, mailings, coordinating logistics and details for meetings, answering phones, greeting visitors, Excel and Word file document preparation, and other duties as assigned.

Special Skills Required:

Accurate clerical and computer skills, including Microsoft Word, Excel, and Access. Attention to detail, ability to multi-task and work independently, ability to be flexible in a fast-paced work environment, and ability to meet deadlines.

Supervisor (If different than Contact name listed above):

Marlene Novotny

**Number of hours/week per position:** 10-20, more if available

Maximum is 40 hours per week during periods student is not enrolled in courses or during breaks. Part-time hours are not more than 20 hours per week while student in enrolled in classes.

To apply: Email resume, cover letter and references to Anne Bowen at anne.bowen@unmc.edu.

Position is open until filled.