

Macalester College

Student Employment Job Description

Employment Dates: Academic Year

Department: Chemistry	Position Title: Office Assistant I
Supervisor: Barb Ekeberg	Position Classification: Assistant
Telephone: 696-6042	Pay Grade: Tier I
Email: ekeberg@macalester.edu	Budget Number: 10-1120

Purpose:

The Macalester College Student Employment Program is designed primarily to provide student employees with a broad range of work opportunities in which each job is necessary to assure the viable operation of the college, to foster student career development through a variety of work experiences, and to provide a work environment that will teach students about the varied responsibilities and opportunities of employment.

Qualifications and/or Special Skills Necessary to Perform the Duties of the Position:

1. No previous experience is necessary
2. Self-motivated, responsible
3. Works well with other people
4. Can work independently
5. Some knowledge of office equipment and software, as well as HTML, is helpful

Job Functions and/or Special Projects:

1. Office reception, including answering phones
2. Assist faculty and staff with copying and special projects
3. Errands on and off campus, including mail pickup and delivery
4. Word processing and data entry

Skills Acquired or Developed on the Job:

1. Communications skills
2. Organizational and time management skills
3. Learn how an office functions
4. Become acquainted with the chemistry department faculty and staff

Scheduling: Very regimented! Once assigned a shift, you must arrive for it on time, week in and week out. We will be counting on you to be there, and you *will* be fired from this position for failing to show up on time or for leaving during your shift!

Position Overview:

Chemistry office assistants take care of routine office tasks and serve as the “public face” of the chemistry department, answering the phone and responding to any visitor inquiries. Duties include going to get and deliver the mail from/to the post office, rain or shine, cold or hot.