

Macalester College

Student Employment Job Description

Department: Chemistry	Position Title: Office Assistant II
Supervisor: Barb Ekeberg	Position Classification: Assistant
Telephone: 696-6042	Pay Grade: Tier II
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. Previous experience and exemplary work performance as an Office Assistant I
2. Extensive knowledge of the workings, norms, history, and procedures of the Chemistry Department, including who is responsible for what, sources used for common office and departmental needs, and familiarity with past and emeritus faculty members
3. Ability to work with minimal supervision and solve problems independently
4. Other qualifications as listed for Office Assistant I

Job Functions and/or Special Projects:

1. Help train new office assistants
2. Route phone calls, inquiries, and departmental mail to appropriate people in the department
3. Operate complex high-volume copying equipment independently
4. Assist in organizing course materials, including preparing photocopies and other reproductions
5. Conduct library and internet research for faculty
6. Assist with the editing of manuscripts and other written copy
7. Assist in publicizing departmental events, curriculum, and achievements including updating the department's bulletin boards, brochures, and other publications
8. Other functions as listed for Office Assistant I

Skills Acquired or Developed on the Job:

1. Training of others; helping others understand complex systems
2. Other skills as listed for Office Assistant I

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:

Office Assistant II is a promotion from Office Assistant I, and recognizes the fact that after spending a significant amount of time in the chemistry office, an office assistant becomes much more effective in their role, better able to answer questions and solve problems on their own. A significant amount of training goes into preparing students to work in the office, and this position is intended to recognize the value of their experience and the additional things they can do.