



Office of Minority Student Affairs

STUDENT AFFAIRS

Incumbent:	Vacant
Working Title:	Office Assistant
Classification:	Student (SA)
Position Number:	U68942
Unit/Program:	OMSA Academic Services Center
Reports To:	Office Support Specialist

Position Summary

For fall 2023: The Office of Minority Student Affairs (OMSA) Academic Services Center (ASC) is hiring a part-time student office assistant. OMSA ASC provides tutoring and advising to first generation, low-income, and historically underrepresented undergraduate students on the UIUC campus. Office assistants are responsible for providing excellent customer service to students arriving for these services. Additionally, this position performs a variety of basic office support and clerical tasks as needed.

Availability

We are looking for enthusiastic, welcoming students who can work at least 12 hours per week (or more) between the hours of 8:30 am to 5:00 pm, Monday through Friday.

Essential Job Duties and Responsibilities

(90%) Reception Duties:

- Greet all students and visitors.
- Maintain accuracy in the arrival/departure of students arriving for tutoring or advising sessions.
- Maintain a clean and professional reception area.
- Handle incoming calls, take messages, transfer, or refer caller to the appropriate employee for additional assistance.
- Assist students with various Academic Services Center related questions or campus resource questions.
- Keep track of multiple staff schedules.
- Light upkeep of the center (e.g., straighten up tutoring areas, wipe down tables, as well as organize and maintain common areas)

Additional Responsibilities

(10%) Other Clerical Duties:

- Assist the Assistant Director with projects as assigned as well as the Office Support Specialist as requested and with the approval from the Assistant Director.
- Occasionally deliver mail and packages to and from ASC to the main office on John Street.
- Assist with coordinating Tutoring and Academic Services related events
- Other duties as assigned

Qualifications:

- Be a full-time enrolled undergraduate student at the Urbana campus
- Be in good academic standing

Required Knowledge, Skills, and Abilities

- Service orientated with a helpful, friendly, and positive disposition.
- Ability to work collaboratively with a diverse student body and staff.
- Punctual and reliable.
- Must be comfortable with all forms of communication.
- Must demonstrate solid discretion.
- Basic computer skills.
- Show self-initiative with a strong attention to detail.

TO APPLY: To apply online, please visit <https://www.omsa.illinois.edu/employment/student>