

Position Information

ID

31106

Position Type(Required)

On-Campus Student Employment

Restrict Applications(Required)

No

Blind Posting

Yes

Title(Required)

Office Assistant

Job Description(Required)

The Office Assistant is the primary point of contact for students contacting the UH Office of Online and Distance Education. The Office Assistant is expected to work closely with all staff members and to assist them in order to accomplish the goals of the unit.

The following are the basic job duties for this position:

- Answer multi-line phone system; assist, transfer, take messages, and return calls as appropriate.
- Greet and assist students and visitors upon entering the office.
- Organize and maintain office filing and storage systems.
- Sort and distribute mail.
- Work with databases and spreadsheets.
- Maintain a professional appearance of the DE Student Services Office.
- Work on Saturdays to assist with Weekend U program when necessary.
- Perform occasional lifting/moving when necessary.
- Assist staff with projects and other duties as assigned.
- Proficient in Adobe Creative Suite and able to think creatively.
- Familiar with University brand standards.

Default email address for resumes

jacleme2@central.uh.edu

Resume Receipt(Required)
E-mail

Documents Required
Cover Letter

Contact Information(Required)
deserv@central.uh.edu

Posting Date(Required)
April 26, 2017

Expiration Date(Required)
June 25, 2017

Qualifications

Strong interpersonal communication skills; ability to speak clearly, listen carefully and take effective messages.

Excellent customer service skills.

Good level of responsibility, reliability, and punctuality.

Moderate experience using Microsoft Office Suite including but not limited to Microsoft Word and Excel.

Appropriate and professional behavior at all times.

Current enrollment as a UH student, at least 6 credit hours.

Successful candidate will have previous experience working in a professional office environment where

customer service skills were utilized.

Must be willing to work Saturdays.

Desired Major(s)(Required)
All Majors

Salary Level(Required)
10.00