

Office Assistant | 2018-2019 Academic Year

Do you love being in the Mayer Campus Center? Are you looking for a professional office experience tied in with a fun atmosphere? Are you an efficient, dependable person who pays attention to detail while providing a positive customer service attitude? You just might be one of our next **Office Assistants**, if:

You:

- Are excited to greet visitors to the Office for Campus Life
- Bring a positive attitude to your work, interactions, and communication
- Feel a sense of pride and responsibility with your role and job responsibilities
- Have a willingness to learn and flexibility to adapt to different situations and policies as the year progresses
- Are even-tempered in stressful situations and are a creative problem solver with attention to detail while maintaining the bigger picture
- Have excellent communication skills, including verbal (in person and on the phone) and written (reports, emails, notes, etc.)

What You'll Do:

- Work with a team of other Office Assistants to ensure front desk coverage at assigned shifts
- Perform daily operations tasks including managing Mayer Campus Center room reservations, answer the OCL main phone, and front office maintenance
- Answer a high volume of questions about events, Tufts Tickets, campus locations, and departments
- Manage OCL front office tasks and special projects as assigned by professional staff members
- Manage Office for Campus Life front desk professionally and responsibly
- Communicate with professional staff and peers regularly about shifts, issues/concerns, logistics, and operations
- Attend all necessary trainings, meetings, and Professional Development Lunches

While You're Also:

- Supporting the Office for Campus Life mission and values as an ambassador of the office
- Excited to work on a close team from 9a – 5p Monday through Friday

The Application Process:

- Apply between **February 14, 2018 and March 8, 2018 at 5pm** via an online application available at ocl.tufts.edu or by emailing OCL@tufts.edu
- If invited, interviews will take place between March 26, 2018 and April 5, 2018

Compensation:

- \$11.50/hour
- Professional development lunches once a month, scheduled in advance