Office Assistant | 2019-2020 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 20, 2019 and February 27, 2019 at 5pm at ocl.tufts.edu or on Handshake
• Interviews to take place starting March 6, 2019 – March 15, 2019
• Training starts Tuesday, August 27th (on-campus residents of Fall 2019 receive early arrival)

Compensation:

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