

Office Assistant Job Description (Job ID 22092)

Development Office & Undergraduate Studies

Department of Chemistry

We are seeking a dedicated student with enough time and energy to take on a challenging student assistant position for 5-12 hours per week. The position entails assisting with website maintenance; creating departmental publications (newsletter, flyers, posters); and general office assistance including, but not limited to, filing, copying, updating databases, running errands, and assisting with preparation for meetings and events.

Student should be computer savvy, comfortable with a PC, have an eye for design, and a strong willingness to learn and innovate. The applicant should be willing to receive on-the-job training as necessary, and should enjoy mastering new technologies and computer programs. This position is for those who desire an opportunity to grow and assist in the Advancement activities of a collegiate department. The Department is willing to accommodate students' academic priorities, but commitment to the position is important. Hours can be flexible but must be during normal business hours.

Interested students should be able to quickly switch between varied roles such as web developer, graphic designer, and general office assistant. The following list of skills are not all necessary, but would be present in the ideal candidate:

- Software: Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher), Adobe Creative Suite (InDesign, Photoshop, Illustrator), WYSIWYG website editors (Cascade), G-mail & Calendars, Filemaker Pro
- Concepts: Social media, design sensibility, automating workflows
- Experience with general office skills; filing, copying, scanning, emailing

More importantly, an absence of some of these skills will be overlooked in favor of candidates with the following personal qualities:

- Good oral and written communication skills
- Strong desire to learn
- Self-motivation and ability to work independently
- Willingness to both take directions and be innovative
- Ability to make a commitment to the job, and quality of work
- Organized and able follow tasks through to completion
- Ability/flexibility to work well with other staff members and faculty

Pay will begin on par with other campus jobs, but will be commensurate with growth and level of responsibility. This is a great opportunity for students who want to learn valuable computer skills and work in a supportive environment. **Federal Work Study (FWS) is required.**

Students should apply online through JobLink (<https://enrollment.rochester.edu/student-employment/job-link-for-students/>).

Questions? Please contact Deb Contestabile (Deborah.Contestabile@Rochester.edu)