SUMMER OFFICE ASSISTANT (4)

ABOUT US:
The Office is Residential Life is seeking to hire Office Assistants to work this summer. This position would support academic year operations, Pre-College Summer Programs, Undergraduate Summer Session, and summer Sports Camps.

The Brown University Pre-College Summer Programs enroll over 5,000 middle and high school students (12-18 years old) from all over the world to engage in first-year college level coursework, and accompanying intellectual growth. Students enroll in courses ranging from one to seven weeks in length, with hundreds of courses to choose from. This is an opportunity for inquisitive students to experience college level academics, participate in fun and challenging activities, make decisions in an independent setting, and learn from and with a diverse group of peers. More information at: [http://www.brown.edu/academics/pre-college/overview.php](http://www.brown.edu/academics/pre-college/overview.php)

Occurring at the same time, the Brown University Summer Sports Camps enroll over 3,000 athletes (6-18 years old) to provide the opportunity and encouragement for each athlete to reach their fullest potential. Participants use competitive spirit and sportsmanship to develop and grow not only as athletes, but as teammates and people as a whole. Camps are coached by Brown's varsity coaches, current Brown athletes, and guest coaches from other universities. More information at: [http://www.brown.edu/academics/pre-college/sportscamps/](http://www.brown.edu/academics/pre-college/sportscamps/)

GENERAL JOB DESCRIPTION:
The Office Assistant position offers an opportunity for undergraduate students to gain practical experience in supporting day-to-day operations and providing customer service. This position demands excellent organizational and communication skills, attention to detail, and the ability to work collaboratively as part of a team. A successful Office Assistant will also exhibit a positive attitude with energy and enthusiasm, a sense of humor, flexibility, professionalism, and the interest to work with students and parents from different backgrounds.

PRIMARLY JOB FUNCTIONS:
- Promote a welcoming and inclusive environment.
- Be professional and approachable.
- Staff the office during office hours Monday-Friday between 8:00am-6:00pm. Staff can expect to work a total of 15-25 hours per week.
- Attend and participate in Office Assistant Training.
- Assist with the assembling of key packet preparation for Sports Camps, as needed
- Communication Responsibilities
  - Answer parent/guardians and student inquiries in person and on the phone in a professional and calm manner.
  - Record and respond to phone messages.
- Refer parents/guardians and students to appropriate resources as needed.
- Assist with posting notices and delivering important paperwork to Pre-College students in residence halls.
- Create informational fliers about Facilities, Mail Services, gym memberships, laundry information, Sunday Check-Ins, shuttle schedules, and lockout/lock change information.
- Share information about Facilities, Mail Services, gym memberships, laundry information, Sunday Check-Ins, shuttle schedules, and lockout/lock change information.

- **Administrative Work:**
  - Organize and file paperwork daily.
  - Scan and archive confidential documents.
  - Input information into spreadsheets. Ex. Overnight Leave Forms, Roster Changes, etc.
  - Keep work area clean and presentable.
- Complete other duties as assigned.

**REQUIREMENTS:**
- Must be a Brown University undergraduate student.
- Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

**COMPENSATION:**
- $10.10 per hour
- Dates are from May 22- August 11, 2017 (start and end dates are flexible).