Title: Office Assistant

Department: Brown Center for Students of Color (BCSC)

Supervisor: Assistant Director for First-Year and Sophomore Programs

Grade: A ($9.20-$10.45)

Hours/Week: 5-9 hours

Organization Summary: *Visualize. Vocalize. Mobilize.* The Brown Center for Students of Color (BCSC) serves as a gathering place for communities of color. Students are encouraged to build meaningful relationships across difference, develop racial and ethnic consciousness, and enact change at Brown and beyond. The BCSC advances the University’s mission of educating and preparing students to discharge the offices of life with usefulness and reputation by empowering students of color, cultivating leadership, facilitating critical reflection, fostering informed action, and promoting social justice.

Job Responsibilities: The Office Assistant (OA) plays an integral role in the functioning of the Brown Center for Students of Color. Under the supervision of the Coordinator for First Year and Sophomore Programs, the OA acts as the first point of contact to visitors and callers to the BCSC. OAs assist the professional staff administratively with items that help promote the mission of the BCSC. The primary responsibilities of an OA are the following:

- Staffing the BCSC front desk and greeting all visitors to the Center
- Answering calls and responding appropriately to inquiries
- Maintaining order and cleanliness of the Center’s facilities
- Mail pickup and delivery
- Logging in and checking out BCSC equipment (projector, etc.)
- Updating publications on front table and bulletin boards
- Assisting with programming and promotions
- Tabulation of evaluations from major programs
- Help with setup for BCSC-related events

Requirements:

- Great time management skills
- Effective written and verbal communication skills
- Ability to work independently and efficiently in a busy office environment
- Interest in promoting campus awareness about diversity issues and to the mission of the BCSC
- Detail oriented
- Strong organizational and communication skills
- Must be able to cover shifts 8:30 a.m. - 12 p.m. or 1 p.m. - 4:30 p.m.
- Must be in good academic and judicial standing

How to Apply: To apply for the position or for more information, please visit the Brown Student Employment Website at studentemployment.brown.edu and complete the BCSC Staffer Application Form. Applications are due on March 10, 2017.

Contact Person: Anthony Mam, Assistant Director for First-Year and Sophomore Programs

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