STUDENT SUCCESS CENTER
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Office Assistant Job Description

Office Assistants provide front desk assistance for all academic support programs offered by the Student Success Center. The position offers the ability to work with fellow student workers, professional staff, and the student body at large.

Role & Responsibilities of an Office Assistant

Office Assistants play a vital role in our day-to-day functions and are responsible for a variety of tasks. The Office Assistant logs all visitors and student staff into our software system while answering incoming calls from our main telephone line. The Office Assistant also creates appointments and monitors our daily calendar for conflicts. Depending on the shift, the Office Assistant may be responsible for opening and closing duties. Other tasks include but are not limited to: securing and tracking equipment used by student staff, maintaining the lobby, and helping with general office needs. The Office Assistant uses the resources provided to properly direct inquiries and is expected to communicate professionally during all interactions.

- Work an average of 6 to 12 hours each week
- Earn a starting wage of $11 per hour, with semesterly opportunities for a raise

Benefits of Working at the SSC

- On-campus job that schedules work hours around your academic responsibilities
- Valuable experience in problem solving, communication, and time management
- Semesterly training and growth opportunities
- Develop professional skills to take into a future career
- Positive work environment
- Connect with the UAH community and support your fellow Chargers!

Minimum Qualifications

- Current UAH student in good academic standing with a 3.0 or higher GPA
- Experience working with people
- Strong interpersonal skills
- Evidence of excellence in responsibility, reliability, and punctuality

To find out more and apply online, visit the SSC's website.