**Office Name
Position Title**

**Job Description**

**Mission & Goals**

**Example:**

The mission of the Office of Career Advancement (OCA) is to engage students in the development and implementation of meaningful educational and career goals consistent with their personal values, interests, and abilities.

The Office Assistant will support this mission as a valued member of the Office of Career Advancement (OCA) staff. The Office Assistant supports the department with routine office tasks, customer service, event support, maintenance of a welcoming environment. In all activities, the Office Assistant recognizes that service to students, employers, and staff is a top priority. The Office Assistant reports to the department Administrative Assistant.

**Job Responsibilities**

Job responsibilities will vary based on tasks and projects that need to be accomplished and the interests **your department**, but may include:

**Example:**

1. Constituent Engagement
	1. Assist with telephone, electronic, and walk-in reception.
	2. Maintain high personal standards in behavior, appearance, and attitude, and is also expected to demonstrate professional and appropriate relationships with OCA staff, students, parents, and employers.
	3. Provide information regarding services offered by the OCA to all constituents.
	4. Instruct ProfsJobs users on how to access and utilize system.
2. Programmatic Support
	1. Prepare materials and event space to support events including career fairs, information sessions and workshops.
	2. Assist in tabulating/inputting program evaluations and assessments.
	3. Promote OCA events, programs, and services through ProfLink, social media, and graphic design of materials.
3. Administrative
	1. Operate telephone, computer, copier, and fax systems for day-to-day office tasks.
	2. Assist with records filing and storage/inventory of office materials and supplies with attention to detail and confidentiality.
	3. Respond to internal and external requests in a timely manner.
	4. Perform other duties as assigned.

**Student Learning Outcomes (NACE Career Competencies)**

Undergraduate students employed in this capacity are expected to broaden their career readiness competencies in the following areas:

* Oral and Written Communications
* Professionalism and Work Ethic
* Teamwork and Collaboration
* Critical Thinking and Problem Solving

**Terms and Conditions of Appointment**

1. Time Commitment
2. Work no more than 20 hours per week in the fall and spring terms in the OCA office suite.
3. The Office Assistant is required to be punctual, reliable, and conscientious in the performance of all responsibilities.
4. Any absences must be excused in advance by the supervisor. Office Assistants must work to find another staff member to cover any missed shifts.
5. Academic Standards

Office Assistants must be enrolled as undergraduate students at Rowan University. Office Assistants must maintain good academic and judicial standing throughout employment.

**Work Environment**

((Describe your office’s work environment here.))

**Example**:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job: Occasionally lift or transport materials weighing 40 lbs. or less. Must be able to move about the campus. Must be able to sit for long periods of time in front of a computer terminal. Will occasionally work outdoors and be exposed to weather conditions. The noise level in the work environment is usually moderate.

*DISCLAIMER:* *This is not an exhaustive list of all responsibilities requirements and skills.
Employees are required to perform tasks assigned by supervisors and management
reserves the right to revise the job or to require that other or different tasks be performed
when circumstances change.*

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