

POSITION DESCRIPTION

2024.02.20

POSITION TITLE: Student Office Worker

CLASSIFICATION: Work Study

DEPARTMENT: Residence Life

REPORTS TO: Direction of Residence Life or their designee

POSITION SUMMARY: The Student Office Worker serves Residence Life by providing good customer service and administrative support.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Efficiently perform general clerical duties, this includes but is not limited to on-campus deliveries, photocopying, filing, computer work, typing, data entry, answering the telephone, directing calls, and mail pick-up and dissemination.
- Courteously provide directions, resources, and general information on McKendree University and the Office of Residence Life to students, visitors, and guests whether in-person, phone, email, etc.
- Accurately perform administrative functions such as lockouts, check-in/outs, room condition reports, etc.
- Oversee cleaning and organization of office facilities.
- Check-in with the supervisor in the Residence Life Office at the beginning of each shift.
- Act as a positive representative of the Office of Residence Life and the University.
- Understand, abide by, and enforce all University and Residence Life policies and procedures.
- Assist with other duties as assigned.

REQUIRED QUALIFICATIONS:

- Strong interpersonal communication and customer service skills.
- Ability to work independently with a high level of attention to detail, organizational skills, and accuracy
- The ability to maintain confidentiality, solve problems, exercise sound judgment, and make referrals.
- Maintain full-time student status
- Must be in good disciplinary standing with the University.

WORK HOURS/CONDITIONS:

- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift to 10 pounds.
- Availability, 5-7 hours per week, during regular business hours.
- Attendance at all training sessions is mandatory.

RENUMERATION:

- This position offers a competitive hourly wage of \$14.00 per hour up to \$1,500 per semester of Work Study pay.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description provided for my position. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Print Name

Signature

Date