



# University of Connecticut Student Union Operations Office Assistant

## Position Overview:

Under the direct supervision of the Student Union Administrative Assistant, the Office Assistant will assist with the general duties of the Student Union Operations Office.

## Responsibilities:

- Assists the administrative assistant with all operational functions as assigned including, photocopy, fax and scan documents and creates and edit forms and other documents
- Enforces department and University policies and procedures in matters related to the Student Union
- Supports an environment that encourages, values, and delivers outstanding customer service
- Cross-trains in other areas of department and assists as needed
- Assists with maintaining department inventory
- Attends mandatory trainings and staff meetings
- Performs additional duties as directed

## Minimum Qualifications:

- Proficient in all Microsoft office applications
- Excellent interpersonal, oral, and written communication skills
- Ability to provide exceptional customer service in a positive and enthusiastic manner
- Highly motivated and demonstrates a willingness to learn
- Ability to respect the rights and privileges of others and to demonstrate civility to foster an inclusive community
- Must be available to work part time during regular business hours (Monday – Friday, 8am –5pm) during the academic year and maintain scheduled work hours