



# *Residential Life*

# *Summer Office Assistants*

## *Position Description 2023-2024*

### **Overview**

Residential Life at Binghamton University is looking for enthusiastic and energetic undergraduate Office Assistants to assist with general office duties. This is a paid hourly position expecting 20 hours a week, Mondays through Fridays between the hours of 8:30 a.m. and 4:00 p.m.

### **Job Description**

The Office Assistant's core responsibilities are listed below. Responsibilities may look slightly different depending on the work site location. Work site location will be determined by hiring managers at the time in which a job offer is made.

#### *General:*

- Answering phone calls
- Answering emails
- Greeting students and families
- Work directly with the housing team
- Assisting with closing procedures
- Posting flyers
- Campus errands
- Basic spreadsheet design and use
- Basic google doc knowledge and use
- Additional duties as assigned

#### *Preferred Skills:*

- Customer service
- Phone skills
- Organizational skills
- Attention to detail
- Reliability
- Basic computer skills
- Knowledge of campus housing
- Critical thinking
- Flexibility

### **Application Requirements**

- Full-time undergraduate or graduate enrollment at Binghamton University
- Proficiency working with Google Docs, Google Drive, and Google Calendar

### **Compensation & Term of Employment**

- Hourly Pay: \$15.00
- The official employment dates for this position are May 15, 2023 to August 21, 2023.

If you anticipate a need for disability related accommodations or auxiliary aids to attend or participate, please contact [reslifejobs@binghamton.edu](mailto:reslifejobs@binghamton.edu). We ask that you provide us at least 3-5 days of advanced notice regarding your equal access needs.

**Binghamton University is an affirmative action/equal opportunity employer.**

*Binghamton University Residential Life is committed to excellence in diversity and the creation of an inclusive learning and working environment. We encourage applicants of marginalized backgrounds to apply to this position. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, age, ability status, veteran status, or any other protected characteristics applicable by law.*