

Student Administrative Assistant Office of the Dean of Students/Newcomb

Function:

The Student Administrative Assistant provides administrative support to the Executive Assistant in the Executive Director for Administration's Office and various offices within Newcomb as well as supports the scheduling and planning duties managed by the Event Planning Office.

Responsibilities:

- Provide excellent front-line customer service, answering phones and greeting office visitors
- Utilize Resource 25 scheduling software to process customer requests submitted online through the SOURCE
- Assign spaces and resources in Newcomb venues as well as classroom spaces scheduled for student organizational use by the Newcomb Event Planning Office
- Provide coverage for the Dean's Office in absence of Executive Assistant, as well as complete daily opening and closing procedures
- Assist with administrative office functions, such as distributing mail, managing phone correspondence, organizing and filing office documents, processing forms and letters needed for reserving space, and utilizing office equipment (copier, scanner, fax, multi-line phone, laminating machine)
- Generate and distribute reports for internal and external service providers involved in event management
- Provide guidance and some training by email, phone, and in person for requestors on best use of the SOURCE
- Organize and complete special projects
- Understand and follow the policies and procedures of Newcomb and the University of Virginia
- Attend all required training sessions and staff meetings
- Perform other duties as required

Commitment

The position requires a minimum of 8 hours per week with beginning and end dates to be determined by the Executive Assistant in collaboration with the Event Planning Manager. Student Administrative Assistants will be scheduled between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Hours are also available during academic and summer breaks. Attendance at all training activities is required, as is proper attire which includes uniform shirt and nametag (both provided). Prior to the start of Fall semester, training typically begins one week before the start of classes and lasts approximately three days. All student employees are expected to adhere to the guidelines and expectations of the Newcomb Student Employee Program.

Supervision Received

This position is supervised by the Executive Assistant in collaboration with the Event Planning Manager. Student Administrative Assistant Supervisor may also provide supervision in the absence of professional staff.

Educational Outcomes

- Quality customer service skills
- Organization and communication skills
- Planning and problem solving skills
- Develop ability to work independently
- Data processing and data entry skills