Part-time Internship Opportunity 2017-2018

Student Services Assistant I

Student Services Assistant will support the administrative functions in academic and administrative units in the reception area of the Undergraduate Advising office.

Department
Undergraduate Programs and Advising Office Fisher College of Business

Summary of Duties
Duties include a broad range of office tasks such as copying, filing, sorting mail, organizing, answering student questions, answering telephones, scheduling appointments and reception of office guests.

Hours
You will start at 8-10 hours per week. Your hours are decided based on your academic schedules. Our office operates between the hours of 8am-5pm.

Qualifications
Entry-level position requiring basic skills; performs routine tasks, operates simple equipment, and exercises very little independent decision making responsibilities; skills may be attained through on the job training; no previous work experience or coursework required.

Benefits to you
• Flexible work hours built around your academic schedules.
• Time in-between responsibilities to work on academic responsibilities.
• Develop your professionalism and leadership skills.
• Enhance your interpersonal communication skills by assisting students with questions and concerns in person, and over the phone.
• Learn about college policies and procedures.
• Starting Salary of $8.40 per hour.

Desired skills/Knowledge
Experience
Have knowledge of Microsoft office programs
Candidates who are friendly and enjoy interacting with others

APPLICATION PROCESS
To apply, please visit FisherConnect and look for Job ID 41832


Please contact Nick Painter painter.124@osu.edu if you have any questions.