



## Faculty Office Assistant

### Position Responsibilities:

The Faculty Assistant will provide general faculty support:

- Photocopy/scan course materials as needed
- Prepare “Dean’s Desk” newsletter for weekly mass emailing
- Maintain supplies for classrooms
- Other faculty requests as time allows
- Other requests from Dean or Associate Dean as time allows

### Qualifications:

- Strong communication and copyediting skills
- Ability to work well with others
- Ability to prioritize work assignments in accordance with the established protocols
- Ability to work independently and to take initiative
- Ability to manage multiple concurrent tasks
- General office administration skills
- Facility with Microsoft Office software and Windows-based operation systems

**Reports To:** Associate Dean

**Work Schedule and/or approximate number of hours:** 6 hrs/week

**Pay rate:** \$15.40/hr

**Term:** September 2022 – May 2023

**Click [HERE](#) to apply.**

*In order to ensure that as many students as possible have the opportunity for employment, student workers must reapply for each position for each term. There is no guarantee of being rehired. Rehiring is also based on prior performance, qualifications, and availability.*