(2) Fall Job Postings for Undergraduate Administrative Assistant

TO APPLY: SEND RESUME AND COVER LETTER TO BOWMANCENTER@BC.EDU
APPLICATION DEADLINE: MARCH 24TH BY NOON

TO LEARN MORE ABOUT OUR VISION, MISSION AND GOALS AS WELL AS PROGRAMS AND EVENTS, PLEASE VISIT US AT WWW.BC.EDU/BAIC

LIKE US ON FACEBOOK/BOWMANCENTER
FOLLOW US ON TWITTER/BC_BAIC
Job Title: Undergraduate Student Administrative Assistant (Fall 2016/Spring 2017)
Hours per Week: 10-15 hours

Duties and Responsibilities:

- Update office Twitter, Facebook, Instagram, and MyBC (check-in process)
- Answer telephone in a courteous manner and willing to assist various people while multitasking
- Set appointments for students to meet with office staff
- Take voice messages
- Type and file documents as needed
- Assist students, faculty, staff, administrators and others visiting the office by responding to questions and concerns in a courteous and timely manner
- Maintaining front desk, reception and lounge area cleaned and stocked
- Provide input on programs and recruit peers to attend events and/or participate in meeting
- Assist and provide feedback on marketing materials for the office
- Will be asked to write articles related to social justice issues, current events and interview students and staff on various issues
- Attend mandatory monthly meetings

Minimum Requirements:

- Proficient in Word, Excel, Powerpoint
- Extensive working knowledge of social media
- Must have excellent customer service skills
- Ability to communicate and interact with diverse populations effectively, both verbal and written
- Strong organizational skills
- Excellent writer
- Detail-oriented
- Adobe, Photoshop, Canva, graphic design experience a plus

Reporting: The Undergraduate Student Administrative Assistant reports directly to the Administrative Assistant. During Administrative Assistant leave, undergraduate student employees report to Temp