STUDENT ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

OFFICE OF THE DEAN OF STUDENTS

The office of the Dean of Students seeks highly motivated, responsible students with proficient knowledge and understanding of computer programs; Word, Excel, PowerPoint.

Students are expected to read and sign the Student Confidentiality Statement. Respecting confidentiality is the highest priority in the Dean of Students Office. Each student is expected to work a minimum of two shifts per week, and adhere to the dress code policy.

Student Assistants are expected to become proficient in learning the specific roles and responsibilities of each division within the Dean of Students Office. The specific divisions are Disabilities, Student Outreach, LGBTQ, Student Conduct, & Office Campus.

Student Assistants report to and receive supervision from the Administrative Assistant in the Dean of Students Office.

Responsibilities

- Serve as the main receptionist – greet and assist visitors
- Answer all incoming calls for the staff, screen calls, take messages, retrieve voicemails, respond to inquiries and make appropriate referrals
- Create and confirm appointments for the deans
- Prepare conference rooms for meetings and luncheons
- Distribute daily mail
- Manage the general Dean of Students email account
- Prepare documents and mailings for Conduct Parent Letters
- Act as a courier for the department within the university
- Housekeeping – keep the front desk area, reception area, break room, and conference rooms neat and tidy
- Input time card weekly in KRONOS
- Assist deans with various projects as needed

Interested parties should contact Kerry Marino at kerry.marino@bc.edu