Luther Work-Study Position Description

Position Title: Office Assistant
Department: CIES
Supervisor: Wintlett Taylor-Browne
Wage Framework Level: 1+
Work Schedule: 6-10 hours per week including some weekend work

Position Overview

The Office Assistant supports the work of CIES staff, performing key clerical, marketing, design, outreach, and event planning tasks as needed. The Office Assistant serves as an important source of information for visitors and students. The student works with confidential information and must sign a confidentiality agreement prior to starting work.

Position Responsibilities/Functions

1. Assist with new international student orientation (August 23 - 27, 2021) as well as mid-year orientation
2. Provide outreach to new students
3. Front desk duties including greeting students and helping with requests, and answering phone and transferring calls / taking messages.
4. Create monthly attractive and informative displays that celebrate cultural and religious heritages
5. Provide outreach to student groups; assist with organizing student group leaders meeting once per semester
6. Assist with event planning, including a key role in planning and implementing Ethnic Arts Festival
7. Website updates and content development
8. Social media content development and implementation
9. Co-facilitate workshops such as Diversity & Inclusion, Unconscious Bias, Safe Zone, Race and Racism
10. Attend meetings and trainings as requested by supervisor
11. Assist with the filing, retrieval and scheduled destruction of confidential information
12. Birthday recognitions and other administrative tasks as assigned

Position Qualifications/Requirements

- Website and social media skills
- Interpersonal and group communication skills
- Minimum cumulative GPA 2.3
- Be a sophomore or junior student
- At least one-year previous experience in the position or a similar position
- Demonstrated knowledge of college and CIES policies and procedures
- At least one class in Identity Studies, Sociology, Anthropology, Gender Studies, or other that shows a broadened understanding of culture and identity
- Luther certified driver preferred

**Key Career Readiness Focus Skills**
- Time management
- Graphic design skills
- Intercultural competence (IDI)
- Interpersonal communication skills
- Social media skills
- Team building skills

**Safety Hazards and Physical Demands Checklist**
*Please check any hazards and appropriate training below that apply to this position.*

<table>
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<th>Yes</th>
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| ☑   |    | The student is required to stand for long periods of time.
| ☑   |    | The student is required or may need to lift more than 20 pounds.
| ☑   |    | The student will be trained in proper lifting techniques.
| ☑   |    | The student is required to wear safety goggles, a harness or other protective clothing.
| ☑   |    | The student is required to wear closed toe shoes.
| ☑   |    | The student is required or may be exposed to hazardous materials or caustic chemicals. (Including but not limited to petroleum products, cleaning agents, bleach, paints, paint thinner, lawn treatment chemicals, chemical agents, laboratory chemicals, pool treatments, etc.)
| ☑   |    | The student will be trained in the handling of hazardous materials or caustic chemicals.
| ☑   |    | The student is required to use power tools, machinery, or other equipment.
The student will be trained to use power tools, machinery, or other equipment.

The student is required to use objects such as knives, cutters, or other sharp objects.

The student will be trained in the use of objects such as knives, cutters, or other sharp objects.

The student is required to climb on lifts, ladders, scaffolding, or other apparatus.

The student will be trained in the use of all lifts, ladders, scaffolding, or other apparatus.

The student will be exposed to liquids or oils with temperatures such as extreme hot or cold that could potentially cause injuries.

The student will be trained to safely use liquids of extreme temperatures that could cause injury.

The student is required to operate a utility vehicle.

The student will be trained to safely operate a utility vehicle.

The student is required to have a valid driver's license.