

Student Office Assistant

Academic Support Services

The Academic Support team provides services and experiences designed to aid students in achieving academic success. As a Student Office Assistant, and member of our team, you will work closely with the professional staff to help struggling students achieve these goals.

Please Be Aware:

We are specifically looking for someone who is available in the mornings and/or early afternoons. Most of our later afternoon slots are full for the spring semester.

Responsibilities include:

- Answering and routing incoming calls
- Greeting and assisting students and visitors as needed
- Making appointments for professional staff using Google calendar
- Performing general office duties such as updating documents, maintaining spreadsheets, filing, copying and/or scanning paperwork, etc.
- Organizing and maintaining office common areas
- Test scheduling, proctoring and delivery

Qualifications include:

- Must be a current SNC student, who is a second semester freshman or higher, with a minimum GPA of 2.5
- Must understand the importance of maintaining student privacy and be willing to sign, and be held to, our confidentiality agreement
- Must be dependable, arriving to work on time and staying through the shift as scheduled
- Must possess excellent verbal and written communication skills
- Must be comfortable working independently and have the ability to handle and prioritize a variety of responsibilities
- Must maintain professionalism in all interactions with students, staff, faculty, and others
- Knowledge of Google platform and previous office experience is helpful

To Apply:

[Link to Application](#)

Thank you for your interest, the office manager will contact you if we need more information.